



Course Repetition Form

Petition for:

- ☐ Fall
☐ Spring
☐ Summer

Please Print:

Last Name First Name Middle Initial # Student ID #

() Phone # Email

Course to Repeat (one course per form):

I wish to repeat this course _____ in which I previously earned a grade of _____ in the _____ semester/year.

According to California Code of Regulations Title 5 Section 55040, 55024, 55042, 55045 and 58161, a student may repeat a course (excluding courses identified as repeatable in the college catalog) for a maximum of three enrollments in pursuit of a passing grade. Enrollment occurs when a student receives an evaluative (D, F, NC or NP) or non-evaluative symbol (W) and may not exceed three.

- ☐ I have received a substandard/withdrawal grade at least two times (W, D, F, NP or NC).
I request to repeat the class for my third and final attempt.
- ☐ I have received a satisfactory grade (A, B, C, P, or CR). However, I need to repeat this course for re-certification or re-licensing to meet legally mandated training requirements. (Attach documentation)
Name of agency: _____
- ☐ I have taken this course with a "C" or better within the Hartnell Community College (over 3 yrs). My College/University program requires that this course to be taken within a specific amount of time.
Documentation (unofficial transcript) and proof of requirements is attached.

ACADEMIC RECORD ADJUSTMENT: The grade and credit earned in the last enrollment shall be used exclusively in determining the grade points earned for that particular course. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete record.

NURSING MAJORS: Students in Hartnell College's Nursing Program, who are required to repeat Nursing CORE courses, must obtain a written letter of approval from the Director/Dean of Nursing Program before filing it with the Office of Admissions & Records.

By signing this, I acknowledge that courses cannot be continually repeated and that this request may be denied.
I understand that my academic record will be adjusted according to the College's Repetition Policy.

Student Signature: _____ Date: _____

☐ Approved ☐ Denied Counselor Signature: _____ Date: _____

☐ Approved ☐ Denied Dean Enrollment Services Signature: _____ Date: _____

THIS SECTION TO BE COMPLETED BY ADMISSIONS & RECORDS OFFICE

Records Updated on: _____ by: _____

White: Admissions & Records

Yellow: Student (after Deans decision)

Pink: Student (upon submission to A&R)

PROCEDURES FOR COURSE REPETITION FORM

Student Instructions

- Step 1** Pick up the petition for Course Repetition Form in the Admissions and Records Office.
- Step 2** Complete and sign the Course Repetition Form. Attach a copy of your unofficial Hartnell transcript from PAWS.
- Step 3** Obtain the approval/signature of Hartnell College Counselor.
- Step 4** Upon approval from the Counselor, submit the Course Repetition form to the Admissions & Records for final review and approval. You will need to also submit a Registration Master Card “blue card” that indicates the course/section you are wishing to enroll in. (Web or telephone registration cannot be used to register in repeated courses.) The Registration Master Cards are available in Admissions & Records.
- Step 5** Admissions & Records will send the results of your Course Repetition Form to the email address indicated on the Course Repetition Form within two (2) working days of it being submitted. The next steps to complete your registration process will be emailed to you. It is your responsibility to complete the next steps as outlined to you.