



COURSE REPETITION REQUEST

Non-Repeatable Courses:

District policy, per State regulation, permits a student to enroll in a non-repeatable course up to three times in order to alleviate substandard academic work. Substandard grades (D, F, FW, NC, and NP) and withdrawals (W) are included in the total attempts; military withdrawals (MW) or excused withdrawals (EW) are NOT included. The most recent grade will be the grade calculated into the student's GPA.

**Students may not enroll in a repeatable course more than the total number of times listed in the college catalog. **

Directions:

- Carefully review the grid below. Complete the *Course Repetition Request* if you believe that you meet one or more of the reasons that would merit consideration. Attach all required documentation.
- Attach unofficial transcript from WebAdvisor for reference.
- Submit the *Request for Course Repetition* for approval to the Admissions & Records Office at Norco College. This petition is only intended for courses to be repeated at Norco College. Please see Riverside City College or Moreno Valley College as their procedure may differ.
- If approved, take the form to the Admissions & Records Office at Norco College at the time of enrollment for processing.
- Approved courses may not be added online via WebAdvisor or EduNav and can only be added by Admissions & Records staff.

Reason to Repeat:	Will this request be considered?
(1) Student most recently received a satisfactory grade (A, B, C, P, or CR) and wants to repeat the course.	No, unless reason 4, 5, 6, 7, or 8 is documented.
(2) Student most recently received a substandard grade (D, F, FW, NP, or NC). The student wants to repeat the course a fourth time.	No, unless reason 4, 5, 6, 7, or 8 is documented.
(3) Student most recently Withdrew from the course (received a W). The student wants to repeat the course a fourth time.	No, unless reason 6, 7, or 8 is documented.
(4) Student last successfully took the course more than 36 months ago AND the District or a college/university to which the student wishes to transfer has an established recency requirement.	Yes. Repetition due to a significant lapse of time is allowed only if on the previous attempt the student received a passing grade (A, B, C, P, or CR) AND there is an established recency requirement. ONE FINAL attempt may be allowed. Documentation must be provided.
(5) Student requests repetition due to an Extenuating Circumstance which occurred during the most recent attempt (accident, illness, death in family).	Yes, with relevant documentation a student may repeat the course ONE FINAL time, unless the most recent attempt resulted in a W. Documentation must be provided.
(6) Student is requesting to repeat a special course for students with disabilities (such as adaptive physical activity course).	Yes. Unlimited repetition is allowed when verified that such repetition is required as a disability-related accommodation for this type of special course. Documentation must be provided.
(7) Student must repeat course to meet mandated training requirements as a condition of paid or volunteer employment.	Yes. Unlimited repetition is allowed with documentation that the course is required by statute or regulation as a condition of employment AND verification from employer the student is employed or is seeking to be employed. Documentation must be provided.
(8) Student must repeat course in which there has been a significant change in the industry/licensure standards AND the student needs course for employment/licensure.	Yes. Unlimited repetition is allowed with documentation of new industry/licensure standards AND of the student's requirement of course repetition to maintain employment/licensure. Documentation must be provided.

NAME: _____ RCCD ID #: _____

Date of Birth : _____ PHONE: _____ EMAIL: _____

Course Name: _____ Term of Planned Repeat: _____

Previous Term Taken	Grade Received	OFFICE USE ONLY
		APPROVED TO REPEAT: YES _____ NO _____
		APPORTIONMENT: YES _____ NO _____

Reason to Repeat (use number reason from above and include short statement):

STUDENT SIGNATURE: _____ DATE: _____

OFFICE USE ONLY:			
RECEIVED ON: _____	APPROVED BY: _____	COMPLETED BY: _____	ADDED ON: _____