

### 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) are NOT included. The most recent grade will be the grade calculated into the student's GPA.

### Repeatable Courses:

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 *Request for Course Repetition* 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 Dean of Instruction or Division Dean at the college where you intend to repeat the course.
- If approved, take the form to the Admissions & Records Office at any RCCD college for processing.

**Meeting with a counselor at your home college to review the Request for Course Repetition is strongly recommended.**

**RCC Counseling: (951) 222-8440**

**Norco Counseling: (951) 372-7101**

**MVC Counseling: (951) 571-6104**

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 <b>successfully</b> took the course more than 36 months ago <b>AND</b> 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) <b>AND</b> there is an established recency requirement. <b>ONE FINAL</b> 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 <b>ONE FINAL</b> time, <b>unless</b> 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 <b>AND</b> 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 <b>AND</b> the student needs course for employment/licensure.	Yes. Unlimited repetition is allowed with documentation of new industry/licensure standards <b>AND</b> of the student's requirement of course repetition to maintain employment/licensure. Documentation must be provided.

Deans of Instruction and Division Deans			
Moreno Valley College	Dean of Instruction	HUM 113	(951) 571-6163
Norco College	Dean of Instruction- School of STEM and Business Mgmt	Industrial Tech 200	(951) 372-7018
	Dean of Instruction- School of Arts & Humanities and Social & Behavioral Sciences	Industrial Tech 200	(951) 738-7751
Riverside City College Division Deans	Fine & Performing Arts	ADMIN 102	(951) 222-8053
	Nursing	NURS 280A	(951) 222-8408
	Social & Behavioral Sciences	DLLRC 413	(951) 222-8057
	Language & Educational Arts	DLLRC 413	(951) 222-8057
	Math & Science	MTSC 219	(951) 222-8729
	Career & Technical Education	Applied Tech A, 121	(951) 222-8131
	Kinesiology & Athletics	MTSC 219	(951) 222-8729

