



## Petition for Course Repetition Exception

This form reflects Title 5 section 55040 regulation; effective summer 2012. State law restricts the number of times the repeating of a course is allowable; however, on occasion an exception is allowable. Complete Course Repeatable current SAC Catalog/Course Repetition.

**Course Repetition:** State law restricts the number of times a course may be repeated. Most courses are not repeatable; however, in a very few situations, an exception may be permitted. Complete information regarding Course Repeatability can be found in the college catalog at <https://www.sac.edu/CatalogAndSchedule/Pages/catalog.aspx>

<b>Student ID Number</b>	<b>Date of Birth</b>	<b>Telephone Number</b>
<b>Name-Last</b>	<b>Name-First, MI</b>	<b>Email Address</b>
<b>Student Signature</b>	<b>Date</b>	

### Course you are requesting to repeat?

<b>Course Name and Number (Example: ENGL-101)</b>	<b>Term/Year (Example: Summer/2018)</b>

#### 1. Significant Lapse of Time

- It has been at least 3 years since I passed the course.
- Santa Ana College (SAC) has a recency prerequisite for the course or program in which I wish to enroll (attach SAC documentation showing the requirement) **and** my transferring institution has an established recency requirement (attach documentation from your transferring institution).

#### 2. Significant Change in Industry or Licensure Standards

- There has been a significant change in industry or licensure standards and I need to take the course to maintain employment or licensure. Provide documentation showing proof of change in industry standards **and** letter from employer.

#### 3. Legally Mandated Training (LMT) for Continued Paid or Volunteer Employment

- The course requested to repeat is required by statute or regulation as a condition of my continued or prospectively paid or volunteer employment (attach copy of statute or regulation **and** proof of employment/position).

#### 4. Extenuating Circumstances

- I experienced extenuating circumstances during the last and final time I took this class which affected my grade. This exception does not apply if a non-evaluative symbol was achieved (I, IP, RD, W), attach documentation of your accident, illness, etc. which affected your academic performance.

#### 5. Possible Error

- Upon attempting to register for the course, a system message stated 'course taken the maximum number of times', I believe this is an error.

<b>For Office Use Only:</b>		
Comments: _____		
Dean of Enrollment Services/Registrar	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending
Process completed by: _____	Date: _____	Student notified via ___ email ___ phone ___ in person
		Notified by: _____ Date: _____