SANTA ANA
C O L L E G E

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**

Student ID Number	Date of Birth	Telephone Number
Name-Last	**Name-First, MI**	**Email Address**
Student Signature		**Date**

Course you are requesting to repeat?

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

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.