



PASADENA CITY COLLEGE PETITION TO REPEAT A COURSE

Use this petition to request to repeat a course under specific circumstances as noted below. Documentation is required for all requests, and is explained below each type of circumstance. Failure to provide all required documentation will result in the petition being denied. You will be notified of the outcome via the email you indicate on this form.

EXTENUATING CIRCUMSTANCES: are verifiable cases of accident, illness or other circumstances beyond the control of the student. Acceptable forms of documentation include doctor's notes; proof of hospitalization or acting as a relative's caregiver; police reports of accident, etc. Documentation must show that circumstances interfered with a student's ability to successfully complete the class or drop it by the deadline.

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NAME			LANCER ID #		
ADDRESS		CITY	STATE	ZIP	DATE OF BIRTH
COURSE ID	TERM/YEAR		EMAIL		
			PHONE NUMBER		

INSTRUCTIONS

- Check only one box per petition and one class per petition
- Attach the required documentation (See details below)
- Attach your personal statement as required (See below for details)

I AM PETITIONING TO REPEAT A CLASS DUE TO THE FOLLOWING CIRCUMSTANCES:

- I need to repeat a course for a 4th attempt (already taken 3 times) in order to get a passing grade. Provide all of the following:
- Personal statement explaining what prevented you from passing or dropping the class in the past, and what has changed that will enable you to pass the class if allowed to take it a 4th time.
 - Documentation of verifiable extenuating circumstances to support your statement.
 - You may not repeat a class you have already passed with a grade of C/P or better under this option
- I need to repeat a class because the curriculum/software or industry standards have changed and I need to update my skills in order to get/keep a job. Provide all of the following:
- Written confirmation from instructor or other source that the curriculum/software has changed
 - Written proof that industry standards have changed (example: new licensing requirements)
 - Written confirmation from your employer/prospective employer that you are required to update your skills/knowledge by repeating this course
- I am legally required to repeat this course in order to keep my paid or volunteer job. Provide all of the following:
- Proof that the course is required by regulation or statute as a condition of employment
 - Proof that you are employed or seeking employment in a job that requires this course
- I need to repeat a course I passed with a grade of C or better, at least 3 years ago. Provide all of the following:
- Proof that the course is required as a "recency" prerequisite by either PCC or another college to which you plan to transfer.
- Other (Typed explanation required, documentation of circumstances may be required)

Student Signature	Today's Date
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OFFICE USE ONLY

Approved Denied

Reason for denial: _____

Approved By	Date	Recorded By	Date	Response By	Date
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