



COURSE REPEAT PETITION

Petition to register for a course that will exceed the maximum allowable course enrollments

Please submit petition to ccadmissions@yosemite.edu † 11600 Columbia College Dr. Sonora, CA 95370
(209) 588-5231 †

Student's Name: _____
Last First Middle

Student ID#: _____ Phone Number: _____

Course to repeat: _____
Course Title Semester(s) Taken Grades

Semester/Year of course requested to repeat: Fall _____ Spring _____ Summer _____

Rationale for course repeat

1. I have completed the course with a C or better or P and wish to repeat for the following reason: [Title 5, sec 55040](#)

_____ The course has had a **significant change in industry** or licensure standards and the course is required for employment or licensure [attach statement from instructor];

_____ The course is **legally mandated for employment** or licensure [attach statement from employer];

_____ I have not reached the maximum enrollment limit for a variable or work experience course; [Title 5, sec 55253](#)

_____ There has been a **significant lapse of time** (no less than 36 months) since I last took the course **AND** there is a recency requirement (i.e. nursing program requires science courses completed within the last 5 years). [documentation required]; [Title 5, sec 55043](#)

_____ My previous grade was the result of **extenuating circumstances** (verified cases of accidents, illness, or other circumstances beyond the control of the student). [documentation required]; [Title 5, sec 55045](#)

2. I have previously taken this course and have been unsuccessful (grade of D, F, NP, or W):

➤ Explain why you have not been successful in completing this course:

➤ Describe what you will do different this time to be successful:

I understand there will be a *minimum* of 10 working days before notification of a decision. All decisions are final.

Student Signature _____ Date _____

For Office Use Only

Approved Denied

Director of Admissions & Records and Veterans Benefits Date:

CODE: CI

LM LT EC MXW

Comments: _____

Student notified by: _____ Date: _____ SACD

Petition Guidelines:

In accordance with YCCD Board Policy 4220 and Title 5, sections 55040, 55043, 55045, and 55253 only courses which fall into the following categories may be repeated:

Significant Lapse of Time: (55043) At least 36 months (3 years) have passed since grade was first obtained. Recency requirement for institutions of higher education or transfer program must be provided as documentation of such evidence. Other than recency requirement, you must submit documentation that provides compelling evidence of justification needed to repeat the course. Examples of documents which may be submitted are: program or transfer information from school, new updated technology or industrial equipment. If a student has enrolled the maximum number of times allowed in an activity class, they may enroll one additional time, after a lapse of time of five years or more. The grade and grade points will replace the fourth enrollment, even if the grade is lower. Students are only allowed to petition once under significant lapse of time.

Legally Mandated Courses: A student is permitted to re-enroll in a course that is required by statute or regulation as a condition of employment AND the student is employed or actively seeking to be employed for a paid or volunteer employment. Students are required to provide evidence showing course is legally mandated. Acceptable evidence may include: job announcement, job description, course description, or certifications.

Significant Change in Industry or Licensure Standards: A student is permitted to re-enroll in a course that there has been a significant change in the industry or licensure standards since the student previously took the course AND the student must take the course again for employment or licensure. Students are required to submit adequate documentation that demonstrates the significant change and requirement for employment.

Special Classes for Students with Disabilities: Students with disabilities can re-enroll in special classes in any of the three circumstances 1) the student's success in other classes is dependent upon additional repetition of the special class (2) the student's need to enroll again in the specific class to be prepared for enrollment in other regular or special classes (3) the student's educational contract specifies a goal which additional enrollments in the class will help further that goal.

Extenuating Circumstances: (55045) Maximum allowable enrollments are only eligible for course repeat if verified cases of accident, illness, or other life changing event beyond your control that prevented you from doing well in the course(s). Proof of extenuating circumstance must be attached to verify information. Examples of documents which may be submitted, but not limited to are: medical records on physicians letterhead, death certificates, birth certificates, proof of relationship documentation, Jury duty, court summons, or Military orders. Students are only allowed to petition twice under Extenuating Circumstances.

Student Instructions

1. Incomplete petitions may not be approved. Check boxes that apply to you and provide a typed statement, along with documentation.
2. The Course Repeat Petitions are reviewed by the Director of Admissions and Records. If further review is necessary the petition will be reviewed by the Petitions Committee.
3. You will receive written notification through your Columbia student email within thirty to forty- five (30 to 45) business days after the petition has been reviewed.
4. Should your petition be denied, you may appeal the decision within 30 days of when the denial letter was sent. The appeal may include new or additional information that was not included in the original form.
5. If you are unable to get into the course for the requested semester, this petition is good for 2 consecutive semesters. You will need to contact Admissions and Records to have staff enroll you into the course. Please fill out the Course Registration Form and attach your approved petition email.