

**STUDENT PETITION FOR COURSE REPETITION
SUBSTANDARD GRADE
NON-REPEATABLE CLASSES ONLY**

DESCRIPTION: Effective Spring 2010, a student who has attempted a course two (2) times and has received a substandard grade for each attempt (NP, D, F, FW, or W) at Chaffey College or other colleges, may petition to repeat the course a third time. If approved, the most recent substandard grade will be disregarded in computing the student's GPA (Title 5, 55024, 55761, 55762, 58161). For details regarding the Repeat Policy refer to the Schedule of Classes.

PROCEDURE FOR STUDENT:

- Complete the student information section.
- Submit completed petition and unofficial transcript to the appropriate School Dean's Office for review and possible approval. Unofficial transcripts are available on MyChaffeyVIEW.
- Complete an Add Card. If the class is closed the instructor's signature/approval is also required. To download an Add Card, go to www.chaffey.edu and select the Admissions and Records link, and then select Application and Other Forms.
- Return approved petition with Add Card to the Admissions and Records Office for processing.

NOTE:

- If unable to register for the current term, the Substandard Grade petition may be used for the following term. If not, a new Substandard Grade petition will be required.
- To download Dean's Information Chart, go to www.chaffey.edu and select the Admissions and Records link, and then select Application and Other Forms.

TO BE COMPLETED BY STUDENT

FALL SPRING SUMMER YEAR: _____ COURSE TO BE REPEATED: _____ STUDENT ID NUMBER: _____

STUDENT NAME: _____ PHONE: (____) _____ E-MAIL: _____

STATEMENT ATTACHED: EXPLAIN WHY YOU WERE NOT SUCCESSFUL IN THE PREVIOUS ATTEMPTS AND WHAT STEPS YOU PLAN TO TAKE TO BE SUCCESSFUL IN THE COURSE.

HAVE YOU TAKEN THIS CLASS AT ANOTHER COLLEGE? YES NO WHAT IS YOUR REGISTRATION DATE? _____

STUDENT SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY DEAN'S OFFICE – DO NOT WRITE IN THIS AREA

PETITION RECEIVED IN DEAN'S OFFICE BY: _____ DATE: _____

DEAN'S DECISION:

APPROVED DENIED SIGNATURE: _____ DATE: _____

COMMENTS: _____

TO BE COMPLETED BY DIRECTOR OF ADMISSIONS AND RECORDS OR DESIGNEE:

STUDENT REGISTERED INTO APPROVED COURSE ON: _____ (NF) CODE ENTERED ON STUDENT RECORD NO FTE ALLOWED