Petition Procedure for Math & Science Course Repetition

1. **Complete the Substandard Grade Petition Form**
   - Available on your My Chaffey View page (under Registration Documentation) or the Admissions office

2. **Attach a copy of your Unofficial Transcript**
   - Available on your My Chaffey View page (under Academic Profile)

3. **For MATH or BIOLOGY courses, you are required to complete workshops and/or learning groups at the Success Center(s). Please see the reverse side for workshop/learning group information. For ANY OTHER course, you are not required to complete workshops and/or learning groups. Skip to step 4.**

4. **Prepare a Written Statement**
   - Explain why you were not successful in your previous attempts and what steps you plan to take to be successful in the course.

After you have completed all steps for your petition, bring your paperwork to the Dean’s Office in ZH-116. Petitions are accepted by the Dean’s Office on a walk-in basis – we do not make appointments for petitions. After you drop off your paperwork, the Dean will review the petition for possible approval (this usually takes less than 48 hours). If your petition is approved, you will have to pick up the signed paperwork from the Dean’s Office and take it with you on (or after) your registration date to register for the course in person at Admissions.

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Rev. 9/15
**Math Petitions**

Complete 4 specific* Math Workshops or Activities at any of the Success Centers below:

- Math Success Center in Math-121
- Chino Success Center in CHMB-145/147
- Fontana Success Center in FNFC-122
  - Workshop schedules available online at [http://libguides.chaffey.edu/successcenters](http://libguides.chaffey.edu/successcenters)
  - Reservations available in person or online at [https://chaffey.mywconline.com](https://chaffey.mywconline.com)

**Important note:** If you feel that you would benefit from a math review course, you might consider registering for Math 605, 610, or 625 prior to retaking your math class for the third and final time. If you complete Math 605, 610, or 625, you do not need to complete the math workshops, as the review course would take the place of the workshops. It is still highly recommended to take the workshops even if you do complete a review course.

**Biology Petitions**

Complete 3 specific* Workshops or Activities at any of the Success Centers below:

- Multidisciplinary Success Center in Lib-7E
- Chino Success Center in CHMB-145/147
- Fontana Success Center in FNFC-122
  - Workshop schedule available online at [http://libguides.chaffey.edu/successcenters](http://libguides.chaffey.edu/successcenters)
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* The Success Centers will give you more information about which specific workshops are required.

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**Math and Biology Workshop Information (read other side first)**

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