PETITION TO ALLEVIATE ACADEMIC SUBSTANDARD GRADE (Title 5, 55042)

Instructions to Student:
- Attach your unofficial transcript from My ChaffeyVIEW (REQUIRED).
- Attach a written statement explaining your reasons for repeating the course a third time and strategies for success (REQUIRED).
- Contact the designated Dean’s office as indicated on the School/Dean’s Chart.
- If approved, return the signed petition and all required documentation to the Admissions and Records Office for processing.
- Payment is due at time of registration.
- PETITION IS VALID FOR TWO SEMESTERS.

Information for Dean:
- Student has received TWO (2) substandard grades for a non-repeatable class.
- The student is seeking approval to attempt the class a THIRD time.
- The college is allowed to receive apportionment for the third attempt.
- If approved, the grade from the previous attempt will not be counted in the student’s GPA.

INFORMATION TO BE COMPLETED BY STUDENT

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>YEAR:</th>
<th>COURSE TO BE REPEATED:</th>
<th>STUDENT ID NUMBER:</th>
</tr>
</thead>
</table>

STUDENT NAME: __________________________ PHONE: (_____) ___________ E-MAIL: __________________________

LIST TERM/YEAR AND GRADE RECEIVED FOR EACH ATTEMPT:

1) TERM/YR __________________ GRADE REC’D: ___________ 2) TERM/YR __________________ GRADE REC’D: ___________

INFORMATION TO BE COMPLETED BY SCHOOL DEAN

<table>
<thead>
<tr>
<th>APPROVED</th>
<th>DENIED</th>
<th>SIGNATURE: ___________________________</th>
<th>DATE: __________________________</th>
</tr>
</thead>
</table>

COMMENTS: __________________________

PETITION HAS BEEN APPROVED AND STUDENT MAY ADD COURSE

TO BE COMPLETED BY STUDENT:

COURSE AND SECTION NUMBER TO BE ADDED ______________________ ADD CODE REQUIRED IF CLASS SECTION IS CLOSED __________________

I am requesting to be registered into the above listed class section and understand that fees are due and payable at the time of registration. I also understand that once registered, the transaction may not be reversed. If I choose not to attend the above listed class, I understand that the associated fees will not be refunded.

STUDENT SIGNATURE: ___________________________ DATE: __________________________

ADMISSIONS AND RECORDS USE ONLY:

REGISTERED BY/DATE: ___________________________ WAITLISTED* NOT REGISTERED BY/DATE: ___________________________

*Return the form to the student. The student must secure an add code from the instructor and return to Admissions and Records on or before the last day to add the class section.

Forward this petition to Director or designee for special coding. CODE ENTERED: ☐ NF ☐ NF2 ☐ STAC BY/DATE: __________________________

☐ Per Title V regulations, student has exhausted all attempts and no more repetitions allowed for this course. Apportionment will not be claimed.