

## Admissions & Records Request for Course Repetition Information and Directions

### Non-Repeatable Courses:

District policy, per State regulation, permits a student to enroll in a non-repeatable course up to three times in order to alleviate substandard academic work. Substandard grades (D, F, FW, NC, and NP) and withdrawals (W) are included in the total attempts; military withdrawals (MW) are NOT included. The most recent grade will be the grade calculated into the student's GPA.

### Repeatable Courses:

You may not enroll in a repeatable course more than the total number of times listed in the college catalog.

### Directions:

- Carefully review the grid below. Complete the *Request for Course Repetition* if you believe you meet one or more of the reasons that would result in approval. Attach documentation if required.
- Attach unofficial transcript from WebAdvisor for reference.
- Submit the *Request for Course Repetition* for approval to the Dean of Instruction or Division Dean at the college where you intend to repeat the course.
- If approved, take the form to the Admissions & Records Office at any RCCD college for processing.

**Meeting with a counselor at your home college to review the Request for Course Repetition is strongly recommended.**

**RCC Counseling: (951) 222-8440**

**Norco Counseling: (951) 372-7101**

**MVC Counseling: (951) 571-6104**

Reason to Repeat:	Will this request be approved?
(1) Student most recently received a satisfactory grade (A, B, C, P, or CR) and wants to repeat the course.	<b>No</b> , unless reason 4, 5, 6, 7, or 8 is documented.
(2) Student most recently received a substandard grade (D, F, FW, NP, or NC). The student wants to repeat the course a fourth time.	<b>No</b> , unless reason 4, 5, 6, 7, or 8 is documented.
(3) Student most recently Withdrew from the course (received a W). The student wants to repeat the course a fourth time.	<b>No</b> , unless reason 6, 7, or 8 is documented.
(4) Student last successfully took the course more than 36 months ago <b>AND</b> the District or a college/university to which the student wishes to transfer has an established recency requirement.	<b>Yes</b> . Repetition due to a significant lapse of time is allowed only if on the previous attempt the student received a passing grade (A, B, C, P, or CR) <b>AND</b> there is an established recency requirement. <b>ONE FINAL</b> attempt may be allowed. Documentation must be provided.
(5) Student requests repetition due to an Extenuating Circumstance which occurred during the most recent attempt (accident, illness, death in family).	<b>Yes</b> , with relevant documentation a student may repeat the course <b>ONE FINAL</b> time, unless the most recent attempt resulted in a W. Documentation must be provided.
(6) Student is requesting to repeat a special course for students with disabilities (such as adaptive physical activity course).	<b>Yes</b> . Unlimited repetition is allowed when verified that such repetition is required as a disability-related accommodation for this type of special course. Documentation must be provided.
(7) Student must repeat course to meet mandated training requirements as a condition of paid or volunteer employment.	<b>Yes</b> . Unlimited repetition is allowed with documentation that the course is required by statute or regulation as a condition of employment <b>AND</b> verification from employer the student is employed or is seeking to be employed. Documentation must be provided.
(8) Student must repeat course in which there has been a significant change in the industry/licensure standards <b>AND</b> the student needs course for employment/licensure.	<b>Yes</b> . Unlimited repetition is allowed with documentation of new industry/licensure standards <b>AND</b> of the student's requirement of course repetition to maintain employment/licensure. Documentation must be provided.

### Dean of Instruction/Division Deans:

#### **Moreno Valley College:**

Dean of Instruction

HUM 113

(951) 571-6163

#### **Norco College:**

Dean of Instruction

IND. TECH, 200D

(951) 372-7018

#### **Riverside City College Division Deans:**

Fine & Performing Arts

STOVER 107

(951) 222-8399

Nursing

NURS 280A

(951) 222-8818

Languages, Humanities & Social Sciences

QD 213

(951) 222-8057

Math, Science & Kinesiology

MTSC 220

(951) 222-8729

Career & Technical Education

TECH A 121

(951) 222-8131

