

Course Repetition

Riverside Community College District

NON- REPEATABLE COURSES

- Students are limited to a maximum of 5 attempts per course including Ws and substandard grades (D,F, NP, NC)
- Students are limited to a maximum of four Ws per course
- MWs (military withdrawals) are excluded from the W counts
- Students are limited to a maximum of 3 attempts that result in a substandard grade (D, F, NP, NC)

No *Request for Course Repetition* is required for the above rules, students can register on WebAdvisor.

A *Request for Course Repetition* is required for the reasons below- must be submitted to your home college Dean of Instruction at Moreno Valley and Norco College or the Division Deans at Riverside City College. If approved student must bring signed petition to Admissions and register in person on their registration date. **A *Request for Course Repetition* must be approved prior to the beginning of the academic term.**

Reason to repeat	Will this request be approved?
1. Student received an A, B, C, P or CR and wants to improve grade	No, unless reasons #2,3,4 or 5 apply.
2. Course is mandated for training requirements as a condition of continued paid or volunteer employment	Yes – student can repeat unlimited number of times for students with standard (A,B,C, CR, P) and sub-standard grades (D,F,N/C, N/P)
3. Course outline of record has been officially changed and demonstrates significant curricular changes.	Yes, for students with standard (A,B,C, CR) and sub-standard grades (D,F,N/C, N/P)
4. Most recent course was repeated more than five years ago	Yes, for students who received a standard grade: A,B,C, P or CR grade IF: (1) The District has established a recency prerequisite for a course or program or (2) A college or university to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.
5. Extenuating Circumstances (accident, illness, death in family) documentation required	Yes, for students with standard and sub-standard grades

REPEATABLE CLASSES

Repeatable activity and performance classes may be taken up to a total of four times without a *Request for Course Repetition*; these courses are identified in the college catalog. (Some classes may only be taken for a total of two times). Students can register on WebAdvisor.

A *Request for Course Repetition* is required for the reasons below- must be submitted to your home college Dean of Instruction at Moreno Valley and Norco College or the Division Deans at Riverside City College. If approved student must bring signed petition to Admissions and register in person on their registration date. **A Request for Course Repetition must be approved prior to the beginning of the academic term.**

Reason to Repeat	Will this Request be approved?
Repetition is necessary to meet a legally mandated training requirement as a condition of volunteer or paid employment	Yes
Repetition is necessary due to a significant lapse of time.	Yes
Repeat a special class for students with disabilities any number of times when it is verified that such repetition is required as a disability-related accommodation.	Yes
Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience.	Yes

Moreno Valley College

Dean of Instruction Mr. Carlos Tovares (Interim) HUM-113 571-6163

Norco College

Dean of Instruction Dr. Carol Farrar (Interim) Industrial Tech Bldg. 200-D 372-7018

Riverside City College-Division Deans

Fine & Performing Arts	Dr. Pat Schwerdtfeger, VP	Admin Bldg	222-8053
Nursing	Dr. Sandy Baker	Life Science-203	222-8818
Social & Behavioral Sciences	Dr. Bernie Fradkin	DLLRC-413	222-8038
Language & Educational Arts	Dr. Marilyn Martinez-Flores	Admin Bldg	222-8794
Math & Science	Dean Virginia McKee-Leone	Admin Bldg	222-8621
Career & Technical Education	Ron Vito, VP	Applied Tech-121	222-8131
Physical Education & Athletics	Dean Barry Meier	Lovekin H-3	222-8423
Counseling/Guidance	Dean Paula McCroskey	Caesar Chavez Bldg	222-8517

Before attempting to file a petition it is highly recommended that you see a counselor and/or contact Tutorial Services for assistance that may help you be successful in the class.

	Riverside	Norco	Moreno Valley
<u>Counseling</u>	(951) 222-8440	(951) 372-7101	(951) 571-6104
<u>Tutorial Services</u>	(951) 222-8169	(951) 372-7143	(951) 571-6167

REQUEST FOR COURSE REPETITION

Riverside Community College District

This *Request for Course Repetition* must be approved prior to the beginning of the academic term by your home college Dean of Instruction at Moreno Valley or Norco College or the Division Deans at Riverside City College. If approved student must bring signed petition to Admissions and register in person on their registration date. Request is only valid for term in which it is approved.

Social Security or RCC ID# _____ Today's date _____

Term of Planned Attendance: Summer ___ Fall ___ Winter ___ Spring ___ Year _____

Name _____
Last Name First Name M.I.

Number and Street Apt# City State Zip

Phone Number: () _____ Course Title _____ Section Number _____

Terms taken previously _____ Number of Ws _____ Grade(s) received _____

Reason to repeat (see attached information on *Reasons to Repeat*)

If attempting to improve a substandard grade: What changes have occurred that would make this repetition successful?

Will you be working during this term? Yes ___ # of hours per week ___ No ___

Are you currently approved for the Board of Governor's Waiver (BOGW) through RCCD Student Financial Services? Yes ___ No ___

Are you currently receiving other financial aid through RCCD Student Financial Services? Yes ___ No ___

Student Signature _____ Date _____

Office Use Only

May repeat class ___ May not repeat class ___ Apportionment: Y _____ N _____

Comments _____

Dean of Instruction or Division Dean

Date