

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:

- <u>Carefully</u> 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

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



Admissions & Records Request for Course Repetition

This Request for Course Repetition must be completed prior to registration in the course. It must be approved by the Dean of Instruction (Moreno Valley College or Norco College) or the Division Dean (Riverside City College) at the college where you intend to repeat the course. If approved, you must take the signed petition to the Admissions & Records Office at any RCCD college and register in person on or after your registration date and time. This request is valid for the approved term only.

Last Name		First	First Name		.I. RCCD II	D# or SSN		
Number and Street		Apt#	City			State	Zip	
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Date of Birth	Phone Number		RCCD Stud	ent Email Addı	ess.			
Course Name:		Term of Plan	ned Repeat: SUM	FAL	_ WIN	SPR	Year_	
	ur unofficial tra		VebAdvisor AND lis					
Prior Terms Taken		Grades/W's	Received	(College Att	ended.		
1)								
2)								
3)								
4)								
5)								
	any hours/week?		n provided above is ti	rue and acc	curate.		YES	Пио
Student Signature:				D	ate:			
	*******	*****FOR OFFIC	E USE ONLY*****	****			A&R USI	E ONLY
May repeat class: Comments:			pportionment: YES NO			If Apportionment NO, code "RPTC" in STNC after adding class.		
Dean of Instruction of	or Division Dean			Date			Initial	Date