



BARSTOW COMMUNITY COLLEGE

Petition for Course Repetition

Complete this form and submit to Admissions and Records (admissions@barstow.edu) for your **second** attempt in a course. Students who are attempting for a **third** time must meet with a counselor to receive a recommendation on this form prior to submitting to Admissions and Records for review by the Academic Exceptions Committee. All forms requesting a **fourth** repetition must be accompanied by official documentation. Students will NOT be approved for more than four enrollment(s) into a single class at Barstow Community College, unless the course is required for legally mandated training.

FALL _____ SPRING _____ SUMMER _____

Student Information	
B Number	Name
Email Address	Phone Number

Class Information	
Course Name	Number of Previous Attempts
Course Name	Number of Previous Attempts
Course Name	Number of Previous Attempts
Course Name	Number of Previous Attempts

Grounds for Petition (Mark all that apply)				
<input type="checkbox"/>	I have failed and/or withdrawn from the course.			
Documentation must be submitted for each reason below. Lack of documentation is grounds for an immediate denial.				
<input type="checkbox"/>	I have a verified learning disability and this course is required as a disability-related accommodation.			
<input type="checkbox"/>	The institution to which I intend to transfer will not accept the course. Explanation Required:			
<input type="checkbox"/>	I successfully completed the course more than three years ago.			
<input type="checkbox"/>	This course is required for legally mandated training.			
Fourth Attempt Only – Documentation must be submitted. Lack of documentation is grounds for an immediate denial.				
<input type="checkbox"/>	I experienced verifiable extenuating circumstances, such as death of an immediate family member, illness or accident, unforeseeable change in work schedule/relocation, other unforeseeable <i>emergency</i> circumstances.			
Counselor Recommendation				
Counselor Name	Date			
<input type="checkbox"/> Recommend	<input type="checkbox"/> Not Recommended			
Comments				
Official Use Only				
<input type="checkbox"/>	Approved			
<input type="checkbox"/>	Denied – Student has taken the course four times			
<input type="checkbox"/>	Denied – Student did not submit required documentation			
<input type="checkbox"/>	Denied – Student’s documentation is not sufficient for an allowable repeat			
Notification Date	Notified by	Email	Phone	In Person