San Diego City College

Petition for Exception to Course Repeat Policy

Effective May 29, 2012, a combination of unsatisfactory attempts in a course such as \( \text{(D, F, NP or W)} \) may be attempted three times without having to file a petition. The fourth attempt will require a petition. In addition, standard grade previously earned such as \( \text{P, C} \) or higher, will require a petition. If approved, the first standard grade will stand.

**NOTE:** **Physical Education** Activity courses may be repeated up to four times without having to file a petition; after four attempts, regardless of grade or symbol earned, **REPETITIONS WILL NOT BE ALLOWED.**

Course repetition forms are available for distribution at least 30 days prior to the first day of the registration period of any semester through the first day of open registration. The form can be picked up in the Records/Evaluations Office, Room A-109. For additional information, contact the Records/Evaluations office at (619) 388-3466.

**Instructions for Student**

1. Complete and sign your petition, attaching appropriate support documents as outlined below:
   - Submit all documents that will support your request including unofficial transcripts from other institutions you have attended, and your SDCCD academic history by SUBJECT.
   - Obtain your SDCCD academic history at [https://studentweb.sdccd.edu/e-grades/](https://studentweb.sdccd.edu/e-grades/) Follow the login instructions using your 7-digit College Student ID (CSID)
   - Continue to the next page which welcomes you and click on Academic History
   - Continue to the next page and click on SUBJECT, then print.

2. **English and Mathematics** petitions require department chair recommendation. *Take your completed petition to the Mail Room, A-8. Complete a **“Counter Drop Slot Form”** addressed to the appropriate chairperson as listed below: Keep the yellow copy of the form for your records. Staple the supporting documents to the white copy of the form and drop into the **Student Drop Slot.***
   - English: Audrey Breay abreay@sdccd.edu (619)388-3144
   - Mathematics: Carlos de la Lama cdelalam@sdccd.edu (619)388-3362
   (The chairperson will forward your petition to the Vice President of Student Services (VPSS) for review and FINAL decision.)

3. **Petitions for any other subject** may be submitted directly to the Evaluations/Records Office located in Room A-109 for routing to the VPSS for review and FINAL decision.

4. Allow 10 business days for processing. You will be notified of the Vice President’s decision via email.

5. If your petition is approved, **do not** attempt to enroll yourself. **You must visit the Records Office in Room A-109 to be manually enrolled.**
   - To be manually enrolled, you must present a valid photo I.D., the Course Reference Number (CRN), and add code, if necessary.
   - All add and payment deadlines still apply.

6. **You must pay your fees immediately after enrollment;** you will be dropped if you fail to do so. **NO LATE ADDS WILL BE ACCEPTED.**
   **The Vice-President’s Decision is FINAL.** However, if you have additional supporting documentation to appeal a decision, you may e-mail your request to: dvansaan@sdccd.edu

**Note:** All approved course repetitions are approved for City College courses ONLY. For some courses and cases, the College may require that you meet other stipulations in order to consider your petition (i.e., meet with department faculty, re-assess, etc.)