



SANTA BARBARA CITY COLLEGE

Admissions & Records

**Petition for Course Repetition
To Repeat a Course Previously Completed with a Grade of C or Better**

According to the California Code of Regulations Title 5, Section 55040, 55043, 55045 and 58161 allows the repetition of a non-repeatable course when the original grade is a C, Pass or higher only under specific circumstances.

STEP 1: Complete the following personal information.

Name _____ SBCC ID K _____

Pipeline Email _____@pipeline.sbcc.edu Phone _____

STEP 2: Complete the following course information.

Course to be repeated:

Course Title (e.g. ENG 110) _____ Semester/Year Previously Registered _____ Semester/Year Course is to be Repeated _____

STEP 3: Select the specific circumstances that apply to you:

- 1. A significant period of time (three academic years or more) has elapsed since first enrolling in the course and (select one of the following):
 - a. Course must be repeated to meet a recency requirement for transfer or program admission. Attach required supporting documentation from the program or institution requiring recency.
 - b. Course must be repeated as SBCC has established a recency prerequisite for a course or program as defined in the college catalog.
- 2. Course repetition is required to meet legally mandated training requirements that are a condition of continued paid or volunteer employment. Official supporting documentation is required.
- 3. Course repetition is requested due to verified extenuating circumstances that specifically and directly affected a student's performance. Extenuating circumstances are defined as verified cases of accidents, illness or other circumstances beyond the control of the student. Official supporting documentation is required. Please see an Academic Counselor regarding transferability of repeated courses.

STEP 4: Attach a personal statement and official supporting documentation. It is highly recommended that you consult with an Academic Counselor regarding this process.

STEP 5: Sign, date, and return the completed petition and supporting documentation to Admissions & Records.

- I acknowledge that Admissions & Records will send the results of my Petition for Course Repetition to my Pipeline email account.
- I acknowledge that petition approval does not guarantee me a seat in the course and that my registration is dependent on satisfactory completion and clearance of stated prerequisites.
- I acknowledge that my petition must be submitted no later than 2 weeks prior to the semester start date in order to be reviewed by the Scholastic Standards Committee.

X _____
Student Signature Date

For Office Use Only:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Incomplete Petition/No Action
SFASRPO Code _____	Processed by: _____	
Comments _____		
_____	_____	_____
Scholastic Standards Committee	Notified Date	October 2017