



SANTA BARBARA CITY COLLEGE

Received by Admissions & Records

PETITION FOR COURSE REPETITION In Excess of Maximum Allowable Enrollments

According to California Code of Regulations Title 5 Section 55040, 55024, 55042, 55045 and 58161, a student may repeat a course (excluding courses identified as repeatable in the college catalog) for a maximum of three enrollments in pursuit of a passing grade. Enrollment occurs when a student receives an evaluative (D, F, NP, FW) or non-evaluative symbol (W) and may not exceed three.

Course repetition and enrollment in excess of the maximum may be permitted in the following circumstances with the written approval of both the instructor and the Scholastic Standards Committee. You may be eligible for an exception if:

- Extenuating circumstances justify a repetition in excess of the maximum enrollment of three, and
- You qualify based on current assessment scores, and/or
- Required prerequisites or suggested course advisories as outlined in the college catalog are met

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) _____ Semesters/Years Previously Registered _____ Semester/Year Course is to be Repeated _____

Step 3: Attach a separate sheet with your responses to the questions below.

- What are the specific extenuating circumstances and/or causes that led to your lack of successful completion in your previous enrollments? (NOTE: Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student and official supporting documentation is required.)
- Why do you need to repeat this course to achieve your educational goals (employment, degree/certificate, or transfer)?
- How have your circumstances changed to allow you to be successful if your request is approved?
- In addition to attending class regularly, completing assignments, and using a tutor, what are the steps you will take to ensure your success in this course?

Step 4: Attach supporting documentation.

- Required:** Copy of your current SBCC Student Education Plan developed with an Academic Counselor.
- Official verification of extenuating circumstances.

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

- I acknowledge that my petition must be submitted no later than two weeks prior to the semester start date in order to be reviewed by the Scholastic Standards Committee.
- 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.

X _____
Student Signature

Date

| | |
|--|------------------------------|
| For Office Use Only: | Comments: _____ |
| <input type="checkbox"/> Approved | _____ |
| <input type="checkbox"/> Denied | _____ |
| <input type="checkbox"/> More information requested | |
| <input type="checkbox"/> Incomplete petition / No action | |
| _____ Scholastic Standards Committee | _____ Notified: _____ |
| _____ Date | _____ Processed by: _____ |
| | Revised 10/11/17 |