



THIRD COURSE REPEAT/RECENCY PETITION

IT IS VERY IMPORTANT THAT YOU READ ALL INFORMATION CAREFULLY BEFORE COMPLETING THIS FORM:

Third Course Repeat--You may repeat a course for the third time (four times total enrollment) if:

1. You have received substandard grades (D, F, NCR or NP) and/or "W's" **totaling three attempts** within the Los Angeles Community College District.
2. You file a petition with the Admissions Office.
3. Your Petition is approved.

Recency -- Repetition of courses for which a satisfactory grade has been recorded shall be permitted only upon advanced petition of the student. Determination of approval will be based on a finding that: **(1)** justifying extenuating circumstances exists; **(2)** it is a condition of employment; or **(3)** that there has been a significant lapse of time since the student previously took the course. Written permission from the Department Chair or designee must be obtained.

Please note: Grades awarded for courses repeated under this provision for Recency shall not be counted in calculating the student's GPA. Please see **LACCD Board Rule 6704.30**.

Processing Steps:

1. Check the current file date on the printed schedule calendar page or on our website.
2. Complete this form and turn into the Admissions Office. Attach any supporting documents.
3. You will be notified on petition approval or denial by an email to your student portal during the week prior to the semester start.
4. **If you are approved, you WILL NOT be able to enroll yourself.** No priority enrollment will be given. Please go to the first class meeting and obtain a permission number. Bring your permission number and printed email notice to the Admissions Office counter for processing. This must be done the first week of classes of the semester.

NOTE: If the approved course(s) is not completed within the next two consecutive terms, you must re-apply.

Last Name	First Name	Middle Initial	Student ID#
Date of Birth	LACCD Email Address _____@student.laccd.edu		Telephone Number
Street Address		City	State Zip

Please indicate the TERM (Fall, Winter, Spring or Summer) and YEAR you wish to repeat the course:

Please indicate below the course(s) you wish to repeat:

Course Name and Number (ex. Math 125)	Course Name and Number	Course Name and Number

State your extenuating circumstances:
