



Petition for Course Repetition

Please review the instructions on the back. If you meet the criteria, complete the following sections and sign both the student section and the back side of this form prior to submission.

1. For Recency for outside program attach program documentation.
2. For 4th attempt, complete 1-3 below.

STUDENT INFORMATION

First Name _____ Last Name _____
 OCC ID: _____ Major: _____
 Phone: _____ OCC E-mail: _____

- Repeat for OCC Allied Health Program Repeat for outside program. Other _____
 Repeat for 4th time.

COURSE YOU WISH TO REPEAT (e.g. MATH A010): _____

Semester you wish to repeat the course: Spring Summer Fall Course

Reason (s) for repeating the Course: _____

1. What factors interfered with your performance? _____

2. Why do you believe you can now be successful? _____

3. I have attached documentation supporting my extenuating circumstance(s). _____ Initials

Student Signature: _____ **Date:** _____

DEAN OF COUNSELING

- Recommend Not Recommended No opinion

Comments: _____

Signature: _____ Date: _____

Counseling Dean signature is **only required for petition to Repeat for 4th time.**

DIVISION DEAN

- Recommend Not Recommend

Comments: _____

Signature: _____ Date: _____

APC Decision

- APPROVED CONDITIONAL DENIED CONTINUED

Conditions: _____

Committee Chair Signature: _____ Date: _____

Date Received by Counseling Office: _____

INSTRUCTIONS

Purpose:

1. To meet recency for **OCC Allied Health** program or outside program.
2. To repeat a course for the fourth and final time in which you have received any of the following: “D”, “F”, “NC”, “NP” or a “W.” Courses taken in any of the colleges within the Coast Community College District (Coastline College, Golden West College, and Orange Coast College) will be counted toward this limit. Only students with an extenuating circumstance may petition the OCC Academic Petition Council for consideration of a fourth attempt.

Timeline and Location: In order for your petition to be considered for the semester during which you wish to repeat the course, **you must submit the petition and documentation supporting your extenuating circumstance no later than 30 days prior to the start of that semester.** The review process may take up to three weeks from the date of submission. Late petitions will be considered for the following semester.

Process: *The review process of your petition will include the following steps:*

1. The Dean of Counseling will make the initial review of your petition to determine if it will be forwarded for further approval.
2. If the petition is approved by the Dean of Counseling, the request is submitted to the appropriate Division Dean for review.
3. After the Division Dean’s review, the petition is forwarded to the Academic Petition Council for final determination.
4. Students will be contacted about the outcome of their petition via their OCC e-mailaccount.

Contact Information: Email form at mguevara@occ.cccd.edu 714-432-5142

Important Notes: Please be advised of the following:

- If your petition is approved, you may be permitted to register in the course. It is your responsibility to meet all registration deadlines.
- The Academic Petition Council will approve, disapprove, or conditionally approve petitions that are submitted.
- Denying your request will prevent you from enrolling in that course within the Coast Community College District (CCCD). However, you may choose to register for that course at another community college outside the District (CCCD).

I have read and understand all the instructions above.

Student full Name

Student signature

Date