



# COURSE REPETITION REQUEST

**Non-Repeatable Courses:**

District policy, per State regulation, permits a student to enroll in a repeatable course up to three times in order to alleviate substandard academic work. Substandard grades (D, F, FW, NC, and NP) and withdrawals (W) are included in the total attempt. Withdrawals (MW) or excused withdrawals (EW) are NOT included. The most recent grade will be the grade calculated into the student's GPA.

\*\*Students may not enroll in a repeatable course more than the total number of times listed in the college's catalog.

**Directions:**

- x Carefully review the grid below and select the option for Reason to Repeat. Complete the Course Repetition Request if you believe that you meet one or more of the reasons that would merit consideration. Attach all required documentation.
- x Attach unofficial transcript from WebAdvisor for reference.
- x Submit the Request for Course Repetition for approval to the Admissions & Records Office at Norco College. This petition is only intended for courses to be repeated at Norco College. Please see Riverside City College or Moreno Valley College as their procedure may differ.
- x If approved, take the form to the Admissions & Records Office at Norco College at the time of enrollment for processing.
- x Approved courses may not be added online via WebAdvisor or EduNav and can only be added by Admissions & Records staff.

Reason to Repeat: Select Option(s)	Will this request be considered?
1. Student most recently received a satisfactory grade (A, B, C, P, or C) and wants to repeat the course.	No, unless reason 4, 5, 6, 7, or 8 is documented.

	course ONE FINAL time unless the most recent attempt resulted in a W. Documentation must be provided.
6. Student is requesting to repeat a special course for students with disabilities (such as adaptive physical activity course).	Yes. Unlimited repetition is allowed when verified that such repetition is required as a disability-related accommodation for this type of special course. Documentation must be provided.
7. Student must repeat course to meet mandated training requirements a condition of paid or volunteer employment.	Yes. Unlimited repetition is allowed with documentation that the course is required by statute or regulation as a condition of employment AND verification from employer the student is employed or is seeking to be employed. Documentation must be provided.
8. Student must repeat course in which there has been a significant change in the industry/licensure standards AND the student needs course for employment/licensure.	Yes. Unlimited repetition is allowed with documentation. 1.7 (e)-1.2 (nt) 16.9 (a)-7.3 (t) 2