COLLEGE OF MARIN

# Petition to Repeat a Course
# Result of Substandard Work and/or Withdrawals

DATE RECEIVED_____

INITIALS _____

Students who have exhausted the ability to repeat a class as a result of substandard work, or the maximum withdrawals allowed in a combination of substandard work and withdrawals may petition to repeat a course provided the College finds that there are extenuating circumstances which justify an additional repetition. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student.

**PLEASE PRINT. ALLOW 10 WORKING DAYS, FROM DATE RECEIVED, FOR REVIEW PROCESS.**

MARIN I.D. # M

NAME _____ _____ _____
LAST FIRST MIDDLE INITIAL

MAILING ADDRESS

_____
NUMBER & STREET

_____ _____ _____
CITY STATE ZIP

DAY PHONE

_____ _____ _____
AREA CODE TELEPHONE NUMBER

EMAIL ADDRESS _____

**COURSE REPETITION**

**Counselor's signature is required. You must meet with a counselor prior to submitting this petition.**

COURSE TITLE _____ TERM ❑ FALL _____ ❑ SPRING _____ ❑ SUMMER _____

I am petitioning to repeat the above course for the following reason (check one):

❑ Substandard grade of D, F, FW, NC, NP or the symbol "W" due to, at least in part, extenuating circumstances. Check circumstance and briefly explain below. ***Attach all supporting documents.***

- ❑ Accident
- ❑ Health
- ❑ Jury duty
- ❑ Work conflict
- ❑ Extended litigation
- ❑ Incarceration
- ❑ Military service
- ❑ Family emergency
- ❑ Institutional error
- ❑ DSPS Disabled Student Program Services

_____

_____

COUNSELOR'S COMMENTS _____

_____

COUNSELOR'S SIGNATURE _____ DATE _____

STUDENT SIGNATURE _____ DATE _____

**IMPORTANT**: If you have been authorized to repeat a course, **you must wait one week after the start of new and readmitted student registration to register for the course.**

**DO NOT WRITE BELOW THIS LINE**

DEAN OF ENROLLMENT SERVICES ❑ APPROVED ❑ DENIED ❑ PENDING

DATE _____ SIGNATURE _____

REASON FOR DENIAL OR PENDING PETITION _____

_____

_____