

**Students who have received a satisfactory grade in a credit course may not enroll again.
If student has received a substandard grade (D, F, W, NP), they are limited to a total of
three enrollments.**

***INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.**

Course Repeat Petition Instructions

1. Select the semester to register for.
2. Enter the subject and course level for the course to be repeated.
3. Select the type of Course Repetition. (See below for repeat type details.)
4. Prepare a written statement explaining why the course must be repeated.
5. Provide a copy of the documentation required to submit with the petition.
6. Sign the petition.
7. Obtain the approval signature of the Department Chair. For Department Chair information, please visit www.ccsf.edu/academics/schools
8. Submit the completed packet to the Registration Center via email to register@ccsf.edu or in-person at Multi-Use Building (MUB), room 130. DO NOT submit petition without the required documentation and signatures or petition will not be processed.
9. Student will be notified by email if the petition has been approved or denied.
10. **After receiving notification of approval:**
 - Students petitioning for types #1, #2, or #3 may attempt registration into a section of their choosing via myRAM during the regular registration period before the start of the semester.
 - Students petitioning for types #4 or #5 may attempt to register via myRAM on or after the class start date. If the course is full, please submit a Class Add Request via myRAM. Visit <https://www.ccsf.edu/admissions-records/registration/adddrop-procedure> for more information on Class Add Requests.

COURSE REPETITION TYPES

1. A professional or vocational program prerequisite requires the course be completed within a recent timeframe. There must have been a significant lapse of time (three years) since receiving a passing grade in the course. Documentation from the program is required.
2. A training program mandates the course be repeated every licensing period i.e., EMT, Paramedic, Police Officer, Fire Officer, LVN, RN. Documentation from the licensing board is required.
3. There are significant changes in the industry or licensure standards since the student previously took the course and the student must take the course again for employment or licensure. Documentation of the changes, employment or licensing requirements is required.
4. Student is part of a DSPS program and there is a need to repeat a DSPS course.
5. Student has enrolled in the course at least three times and received substandard grades (D, F, NP, or W). If student can demonstrate extenuating circumstances, they may repeat a course one more time (4th enrollment) to alleviate a substandard grade. Documentation of the circumstances is required (Accident, Health, Jury duty, Work Conflict, Incarceration, Extended Litigation, Military Service, Family Emergency). If the student has previously received three W's for the course, a letter grade must be assigned to the fourth (4th) enrollment. (Please note that Excused Withdrawals "EW" are not counted as attempts)

The COVID-19 exemption allowing students to repeat a course in which they earned a passing grade in the Spring 2020 semester is no longer available. This exemption expired on June 30, 2020.

For questions, please contact the Registration Center at:
Office phone: 415-239-3858 / Email: register@ccsf.edu / Fax: 415-239-3735



REGISTRATION CENTER

50 Frida Kahlo Way • Multi-Use Building Room 130 • San Francisco, CA 94112 • 415.239.3858 • FAX 415.239.3735 • register@ccsf.edu

Course Repeat Petition

FORM MUST BE FILLED OUT COMPLETELY AND SUBMITTED WITH REQUIRED DOCUMENTATION IN ORDER TO BE PROCESSED.

To be completed by student

Last Name	First Name	MI	Student I.D #	Date of Birth
Address		City		State Zip code
Phone Number		Email		

Select semester to repeat course:	Fall	Spring	Summer	Year:
Subject & Course Level (Example: ENGL 1B):				
Select reason for repeating course. (See instructions page for more details on course repeat types.)				
<input type="checkbox"/> Program prerequisite requires the course be completed within a recent timeframe. Significant lapse of time (3 years must have passed) since receiving a passing grade in the course. (Documentation from the program required)				
<input type="checkbox"/> Legally mandated training requirement or training program i.e., EMT, Paramedic, Police Officer, Fire Officer, LVN, RN. (Documentation required)				
<input type="checkbox"/> Significant change in industry standards for employment or licensure. (Documentation required)				
<input type="checkbox"/> Students with disabilities repeating a special DSPS class				
<input type="checkbox"/> Substandard grade of D, F or NP (No Pass), or Withdrawal due to extenuating circumstances. (Documentation required)				
Student Signature				Date

To be completed by Department Chair

<input type="checkbox"/> Recommend Approval		<input type="checkbox"/> Denied (Return to Student)	
Department Chair Name	Department Chair Signature	Date	

For Office Use Only

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied (Insufficient Documentation)	<input type="checkbox"/> Denied (Per Title 5 Regulations)
Comments:		
Dean of Admissions & Records Name	Dean of Admissions & Records Signature	Date

For REG Office: Received by:	Processed by:	Date:
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