MORENO VALLEY COLLEGE

Admissions & Records
Request for Course Repetition
Information and Directions

Non-Repeatable Courses:
District policy, per State regulation, permits a student to enroll in a non-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 attempts; military withdrawals (MW) are NOT included. The most recent grade will be the grade calculated into the student's GPA.

Repeatable Courses:
Students may not enroll in a repeatable course more than the total number of times listed in the college catalog.

Directions:
- <u>Carefully</u> review the grid below. Complete the *Request for Course Repetition* if you believe that you meet one or more of the reasons that would merit consideration. Attach all required documentation.
- Attach unofficial transcript from WebAdvisor for reference.
- Submit the *Request for Course Repetition* for approval to the Dean of Instruction or Division Dean at the college where you intend to repeat the course.
- <u>If approved</u>, take the form to the Admissions & Records Office at any RCCD college for processing.

Meeting with a counselor at your home college to review the Request for Course Repetition is strongly recommended.
RCC Counseling: (951) 222-8440   Norco Counseling: (951) 372-7101   MVC Counseling: (951) 571-6104

Reason to Repeat:	Will this request be considered?
(1) Student most recently received a satisfactory grade (A, B, C, P, or CR) and wants to repeat the course.	No, unless reason 4, 5, 6, 7, or 8 is documented.
(2) Student most recently received a substandard grade (D, F, FW, NP, or NC). The student wants to repeat the course a fourth time.	No, unless reason 4, 5, 6, 7, or 8 is documented.
(3) Student most recently Withdrew from the course (received a W). The student wants to repeat the course a fourth time.	No, unless reason 6, 7, or 8 is documented.
(4) Student last *successfully* took the course more than 36 months ago **AND** the District or a college/university to which the student wishes to transfer has an established recency requirement.	Yes. Repetition due to a significant lapse of time is allowed only if on the previous attempt the student received a passing grade (A, B, C, P, or CR) **AND** there is an established recency requirement. ONE FINAL attempt may be allowed. Documentation must be provided.
(5) Student requests repetition due to an Extenuating Circumstance which occurred during the most recent attempt (accident, illness, death in family).	Yes, with relevant documentation a student may repeat the 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 as 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 of new industry/licensure standards **AND** of the student's requirement of course repetition to maintain employment/licensure. Documentation must be provided.

Dean of Instruction/Division Deans:

Moreno Valley College:	Dean of Instruction	SAS 319	(951) 571-6163
Norco College:	Dean of Instruction	IND. TECH, 200D	(951) 372-7018
Riverside City College Division Deans:			
	Fine & Performing Arts	ADMIN 102	(951) 222-8053
	Nursing	NURS 280A	(951) 222-8408
	Social & Behavioral Sciences	DLLRC 413	(951) 222-8057
	Language & Educational Arts	DLLRC 413	(951) 222-8057
	Math & Science	MTSC 219	(951) 222-8729
	Career & Technical Education	APPLIED TECH A, 121	(951) 222-8131
	Kinesiology & Athletics	MTSC 219	(951) 222-8729

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This *Request for Course Repetition* must be completed prior to registration in the course. It must be approved by the Dean of Instruction (Moreno Valley College or Norco College) or the Division Dean (Riverside City College) at the college where you intend to repeat the course. If approved, you must take the signed petition to the Admissions & Records Office at any RCCD college and register in person on or after your registration date and time. <u>This request is valid for the approved term only</u>.

Last Name	First Name	M.I.	RCCD ID# or SSN

Number and Street	Apt#	City	State	Zip

(___) _____

Date of Birth   Phone Number   RCCD Student Email Address

Course Name: _____   **Term of Planned Repeat:** SUM____ FAL____ WIN____ SPR____   Year_____

Attach a copy of your unofficial transcripts from WebAdvisor AND list prior terms taken below:

Prior Terms Taken	Grades/W's Received	College Attended
1)		
2)		
3)		

Reason to Repeat (see attached information on Reasons to Repeat):

_____

_____

If attempting to improve a substandard grade: What changes have occurred that would make this repetition successful?

_____

_____

Will you be working during this term?   ☐ YES   ☐ NO
          If yes, how many hours/week? _____

By signing below, I confirm that all of the information provided above is true and accurate.

Student Signature: _____   **Date:** _____

***************FOR OFFICE USE ONLY***************	A&R USE ONLY
May repeat class: ☐ YES ☐ NO Apportionment: ☐ YES ☐ NO Comments: _____ _____ _____ _____ _____ Dean of Instruction or Division Dean Date	*If Apportionment <mark>NO</mark>, code "RPTC" in STNC after adding class.* _____ *Initial Date*