

_____) _____
Phone #

Email

Course to Repeat (one course per form):

I wish to repeat this course _____ in which I previously earned a grade of _____ in the _____ semester/year.

According to California Code of Regulations Title 5 Section 55040, 55024, 55042, 55045 and 58161, a student may repeat a course (excluding courses identified as repeatable in the college catalog) for a maximum of three enrollments in pursuit of a passing grade. Enrollment occurs when a student receives an evaluative (D, F, NC or NP) or non-evaluative symbol (W) and may not exceed three.

I have received a substandard/withdrawal grade at least two times (W, D, F, NP or NC). I request to repeat the class for my third and final attempt.

I have received a satisfactory grade (A, B, C, P, or CR). However, I need to repeat this course for re-certification or re-

PROCEDURES FOR COURSE REPETITION FORM

Student Instructions

- Step 1 Fill out Course Repetition Form
- Step 2 Complete and sign the Course Repetition Form Available through PAWS or Serve Student Planner
- Step 3 Obtain the approval/signature of a Hartnell College Counselor
- Step 4 Upon approval from the Counselor, submit the Course Repetition Form to the Admissions & Records admissions@hartnell.edu for final review and approval
- Note: It is important to indicate the course you are petitioning for and registration must be completed by an Admissions and Records representative. The online registration system will not permit enrollment in repeated courses*
- Step 5 Upon Review from the Dean of Student Affairs/ Enrollment Services, you will be notified of the status by email

