Excessive Course Attempts

Attempting a course for the Fourth Time

Valid only for requested semester/term

Upon petition students who have attempted a course 3 times and have earned a grade of D, F, W, NC or NP are permitted ONE additional attempt at enrolling in the course. A student may not appeal to exceed more than ONE additional attempt. A counselor recommendation is required along with the final approval of the Dean, Student Services. This permission will be granted if special circumstances are deemed to have existed to justify another attempt. The Allan Hancock Community College District cannot claim state funding for courses attempted more than three times.

Title 5, Sections 55024, 58004, and 58161 of the California code of regulations require students to earn a grade, other than a W, if permitted to exceed allowable course attempts. Therefore, if the petition is approved, and the student enrolls, a grade must be issued at the end of the term – students may not withdraw from classes in which they have been given permission to exceed allowable repetition.

Upon successful completion of the course, only the first two substandard grades will be alleviated from the grade point average (GPA). All substandard grades will remain on the student’s permanent record, ensuring a true and complete academic history. Federal financial aid regulations do not alleviate units or grade points removed through academic renewal or course repetition.

Procedure:

1. Complete the form and meet with a counselor for a recommendation.
   Submit completed form to the office of the Dean, Student Services by the scheduled deadline. (Refer to the counseling website under “Important Dates”.)

2. Notification: Students will be notified of the decision via AHC e-mail account by the office of the Dean of Student Services. The review process takes up to 5 working days.

3. Clearance: If approved, student will be cleared to register.

TO BE COMPLETED BY THE STUDENT (please print using blue or black ink):

Name ____________________________ H
AHC Student Identification Number @my.hancockcollege.edu
AHC E-ail Account ________________________________
Personal Email Account ________________________________

Course Name (i.e. ENGL 101) ____________________________ Enrollment Semester

Previous Semesters Attempted with Grade and/or Withdrawal (if there have been more than 3 attempts, repetition has already been maximized and repetition cannot be granted at AHC):

/ Semester/Grade / Semester/Grade / Semester/Grade

Please state in detail the unusual circumstances to substantiate your request to attempt the course an additional time by answering the following questions (attach a separate sheet of paper, if necessary):

1. Please list the extenuating circumstances which justify an additional attempt.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Form Continues
2. What have you specifically done or plan to do to ensure your success this time?
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

By signing below, the student understands that if approval is granted to repeat the course listed on this petition, the student may not withdraw and must earn a grade at the end of the semester in which they have enrolled.
- Should the student withdraw or be withdrawn by the faculty, the student shall earn a grade of F (if the student opted in for the P/NP option, the student will earn a grade of NP.)
- If the student receives an additional non-passing grade, all grades and units will be counted in the final grade point average.

Student Signature __________________________________________________________ Date __________

TO BE COMPLETED BY AN AHC COUNSELOR:

1. Please attach a copy of the student’s profile with a copy of their student education plan (SEP) listing this course as a requirement.
2. Mark the reason for the additional attempt:
   - This course is a major requirement and/or prerequisite for the student’s associate degree/certificate.
   - This course is a math and/or English requirement.
   - This course is a major requirement to transfer.
   - Other: ________________________________

☐ Recommend ☐ Not Recommend

Comments: __________________________________________________________

________________________________________________________________________

Counselor Printed Name and Signature __________________________ Date __________

TO BE COMPLETED BY THE DEAN OF STUDENT SERVICES, or designee:

☐ Approved ☐ Denied

Comments: __________________________________________________________

________________________________________________________________________

Signature, Dean of Student Services or designee __________________________ Date __________

FOR OFFICE USE ONLY: Date Appeal Entered ______________ Date Record Updated ______________ Initials ______________ Initials ______________

5/2018 ______________