

REQUEST TO REPEAT A COURSE BEYOND THE LIMIT

As a student, you may petition to repeat a course for a second time if grades of D, F, NC, W or NP have been earned twice. Written permission of the Faculty Chair of the Academic Department is required. If the Faculty Chair approves this petition and you meet all other requirements, return the completed and signed form to the Office of Admissions and Records. Please note that the grade received for this repeat will automatically replace the prior one in your GPA. Changes can be verified by accessing your student transcript online.

PART A: STUDENT TO COMPLETE - Submit to Department Chair when completed.

Name _____ Bakersfield College I.D. Number _____
Last First M.

Email _____ Phone _____

Address _____
 _____ Zip Code _____

I petition to enroll in _____
Course Name

during _____ and to have the grade that I earn replace the grade of _____ that I previously
Semester/Year

earned in _____
Semester/Year

I understand that in the event this attempt is unsuccessful, I will not be permitted a fourth attempt to take the course. **The statement I have completed on the back of this form** provides an explanation as to what I plan to do in order to be successful in this course.

Signature _____ Date _____

PART B: DEPARTMENT CHAIR TO COMPLETE

NOTE: a student may repeat a course for which a grade of D, F, NC, or NP was received. The grade earned in the second repeat will replace the grade and units earned in the first repeat in the GPA calculation; however, both the original and both subsequent grades will remain part of the student's permanent record. Bakersfield College can provide no assurance that the repeated courses will be treated in a like manner by other institutions.

I have reviewed this petition to repeat a course and approve the request. I have explained to the student that he or she may repeat a course for which a grade of D, F, NC, or NP was received; the grade earned in the second repeat will replace the grade and units earned in the first repeat in the calculation of the GPA; that both the original subsequent grades will remain as part of the student's Permanent Record; and that Bakersfield College can provide no assurance that the repeated courses will be treated in a like manner by other institutions.

Faculty Chair's Name _____ Telephone _____

Signature _____ Date _____

FOR ADMISSIONS AND RECORDS USE ONLY

- Approved for the student to register
- Grade replacement approved as posted to academic record
- Denied: Reason _____

STATEMENT OF INTENT

Please review the following statement, check as many of the boxes that apply to you, and then, in the space below, provide a detailed explanation of what you plan to do differently in order to be successful in this course. This may include meeting regularly with your instructor during office hours, meeting with a tutor or using other resources such as CAS workshops and the Student Success Lab, or meeting regularly with a Counselor. It may also include reference to any changes that have occurred that place you in a better position to be successful.

I understand that in the event that attempt is unsuccessful, I will not be permitted a fourth attempt to take the course. The following factors contributed to my current academic status:

- | | | |
|---|---|--|
| <input type="checkbox"/> Working too many hours | <input type="checkbox"/> Taking too many units | <input type="checkbox"/> Poor study skills |
| <input type="checkbox"/> Personal problems | <input type="checkbox"/> Lack of motivation | <input type="checkbox"/> Missing classes |
| <input type="checkbox"/> Health problems | <input type="checkbox"/> No book | <input type="checkbox"/> Basic skills needed improvement |
| <input type="checkbox"/> Did not seek tutoring | <input type="checkbox"/> Did not seek help from instructor(s) | |

The things I plan to do differently or that are different for me this semester are:

Student Name _____ Bakersfield College ID _____

Signature _____ Date _____