



Office Use
Date Rec'd _____
By: _____

**Course Repetition:** State law restricts the number of times a course may be repeated. Most courses are not repeatable; however, in a very few situations, an exception may be permitted. Complete information regarding Course Repeatability and Repetition may be found in the college catalog at <http://catalog.saddleback.edu/>.

<b>1. Student ID Number</b>	<b>2. Date of Birth</b>	<b>3. Telephone Number</b>
<b>4. Student's Name – Last, First, MI</b>	<b>5. Email Address</b>	
<b>6. Student Signature:</b>	<b>7. Date:</b>	

**Course you are requesting to repeat**

<b>Course Name and Number ( Example: Chem 1A)</b>	<b>Semester/ Year ( Example: Spring 20xx)</b>

**By law, most courses are not repeatable; however, an exception may be permitted under the following circumstances:**

- 1. Significant Lapse of Time:** It has been 3 years since I passed the course AND (check one of the following)
  - Saddleback College has a recency prerequisite for the course or program in which I wish to enroll. (Attach Saddleback documentation showing the requirement.)
  - My transferring institution has an established recency requirement. (Attach documentation showing the requirement from your transferring institution.)
- 2. Significant Change in Industry or Licensure Standards**
  - There has been a significant change in industry or licensure standards and I need to take the course to maintain employment or licensure. (Provide documentation showing proof of change in industry standards and letter from employer.)
- 3. Mandated by Law for Continued Paid or Volunteer Employment**
  - The course I need to repeat is required by statute or regulation as a condition of my continued paid or volunteer employment. (Attach a copy of the statute or regulation and proof of employment.)
- 4. Extenuating Circumstances**
  - The last (final time) that I took the class, I experienced extenuating circumstances which impacted my grade. (This exception does not apply if a non-evaluative symbol was achieved [I, IP, RD,W]). (Attach documentation of your accident, illness, etc. which affected your academic performance.)
- 5. Requirement for Continued Paid or Volunteer Employment**
  - The course I need to repeat is required by statute or regulation as a condition of my continued paid or volunteer employment. (Attach a copy of the statute or regulation and proof of employment.)
- 6. Possible Error**
  - Upon attempting to register for the course, the system gave me a message stating that I have taken the course the maximum number of times, I believe this is an error.

**For Office Use Only:**

Comments:

\_\_\_\_\_  
*Dean or Registrar*

\_\_\_\_\_  
*Date*

Approved     Denied     Pending  
Student notified by: Email  Mail  Phone

SIS Processing Completed \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

Student notified by: \_\_\_\_\_  
Initials \_\_\_\_\_ Date \_\_\_\_\_