Use this substandard grade petition to request to repeat a course if it is your fourth or more attempt to pass the class. Enrollments include any combination of withdrawals (W symbol) and substandard grades (less than a “C”). See separate petition if you previously passed the class with a “C” or better grade.

Directions: Complete student information then check applicable circumstance below. Provide explanation on back of petition and sign. Attach required documentation. Petitions submitted without required documentation for verification will be automatically denied. Students are blocked from registering for the following:

- Currently enrolled in an in-progress course and unable to re-enroll for the next term. You must wait until a substandard grade is posted before you may re-enroll in the class. Grades are posted the Monday before the start of the next term.
- For the 3rd attempt in a course for which you have previously received a substandard grade, including a W for withdrawal grade, at Cuesta College. See separate “Third Enrollment Repeat Agreement” (Use this form for the 4th or higher attempt to repeat.)

Your appeal will be reviewed based on the following grading policies:

- A maximum of three “W” symbols are allowed on a student’s record/transcript in the same course. [5 CCR § 55024(1)(9)]
- No more than two substandard grades may be alleviated and excluded in computing a student's GPA if the student repeats the class two or more times. [5 CCR § 55024(1)(b)]
- Repeatable Classes: No more than two substandard grades may be alleviated within the allowable repeat limits for a repeatable course. [5 CCR § 55042(c)]

REQUIRED: Check the circumstance that applies to you below.

1. Legally mandated training requirement: Course required by statute or regulation as a condition of continued paid or volunteer employment AND the student is employed or actively seeking to be employed for a paid or volunteer job for which the course is required. [5 CCR § 55040(b)(8)].
   - Required: 1) Documentation showing course is required by statute or regulation and 2) Documentation student is employed or seeking to be employed for paid or volunteer job for which course is required.
   - Such courses may be repeated for credit any number of times.

2. Repetition of *special class to provide a disability related accommodation to a student’s educational limitations:
   - When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
   - When additional repetitions of a specific special class are essential to completing a student’s preparation for enrollment into other regular or special classes;
   - When the student has a student educational plan (SEP) which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal. Current SEP must be on file. (5 CCR § 56029)
   - DSPS Director Verification: ____________________________ Date: _____________________
   - Such special class may be repeated for credit any number of times.

3. Previous grade was, at least in part, the result of extenuating circumstances, which are verified cases of accidents, illness, or other circumstances beyond the control of the student. (5 CCR § 55045).
   - Required: Documentation (doctor’s statement, insurance claim, etc.) verifying extenuating circumstances for the time frame you were previously enrolled.
   - A limit of one extenuating circumstance petition will be allowed for a course.

Complete the back of this form.
Please explain the educational goal that necessitates you to repeat this course at this time.

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Please ensure that the front and back of your petition is complete and supporting documentation attached. Incomplete petitions, without supporting documentation, will be denied and returned to the student.

If approved, I can login to myCuesta and confirm under “Registration Status.” Allow 2-3 business days processing and notification time. If denied, a copy of the denied petition will be mailed to me.

STUDENT’S SIGNATURE: ____________________________________________________ DATE: ____________________

Submit your completed petition to the Admissions & Records Office for final review.

OFFICE USE ONLY

☐ APPROVED: Select one: ☐ FTES (REPEAT) ☐ NO FTES (REPEATOVR)
☐ DENIED ☐ No supporting documentation provided for verification.

COMMENT: _________________________________________________________________

DIRECTOR OF ADMISSIONS & RECORDS OR DESIGNEE: __________________________ DATE: ____________________

☐ EMAILED APPROVAL ☐ DENIED COPIED MAILED PROCESSED: (SFASRPO) INITIALS: ______________ DATE: _______________