



Date Received: _____

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:

- 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”.)
- Automatic Adobe Sign Notifications:** Students will automatically receive two copies of the appeal via their myhancock email from the office of the Dean of Student Services. The first automatic copy indicates to students that their appeal has been sent to the Dean of Student Services for review. The second automatic copy (FCCC- Allan Hancock College adobesign@adobesign.com) will be signed by the Dean of Student Services with the final decision. The review process takes up to 5 working days.
- Clearance:** If approved, student will be cleared to register within one working day of receiving the second automatic notification (FCCC- Allan Hancock College adobesign@adobesign.com) that the appeal has been approved and signed by the Dean of Student Services.

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

_____	H
Name	_____
	AHC Student Identification Number
_____	_____
AHC E-mail 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
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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):

- Please list the extenuating circumstances which justify an additional attempt.**

Student Name: _____

AHC Student ID#: H _____

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 _____

Initials _____

9/16/2021 Date Record Updated _____

Initials _____