



PETITION TO REPEAT A CLASS

Repeating courses may have implications for financial aid awards. Students are advised to consult with the Financial Aid Office.

Students who wish to repeat classes in which they previously received grades of (A, B, C, CR or P) must complete this petition, have it signed by a Counselor, the Division Chairperson, and emailed to the Admissions and Records Office at ARDocs@glendale.edu. Courses designated as repeatable in the Catalog may be taken up to four times. Courses not designated as repeatable may only be repeated if one of the three conditions are met below.

Students who previously received grades of (A, B, C, CR or P) for this course will NOT receive any additional units, grade, or grade points for repeating the course. **The grade received by the student will NOT be averaged into the grade point average or replace the original grade, but the grade will appear on the student's transcript.**

Name: _____ GCC I.D. Number: _____

Course to be repeated: _____ Originally taken: _____ Grade: _____

During which term do you plan to repeat the course? _____

Check the exception that applies to you. Failure to provide supporting documents will result in an automatic denial.

- There has been a significant lapse of time (3 or more years) since I completed this course at GCC.
- My transfer institution has a recency requirement which necessitates a repeat of the above course.** (Attach a copy of the transfer institution's recency requirements from their catalog)
- Repeating a course to meet a legally mandated training requirement, or due to a significant change in industry or licensure standards as a condition of continued or volunteer employment.** Documentation must be attached to show that course repetition is necessary for employment (example: new licensing requirements or written confirmation from your employer/prospective employer that you are required to update your skills/knowledge by repeating this course.)

I am requesting to be enrolled in the following class:

Class Number	Course & No. (example: Math 90)	Permission # (get from instructor if class is closed)

I understand that when I repeat a course for which I previously received a satisfactory grade, my first satisfactory grade will be calculated in GCC's grade point average, and will be recognized by transfer institutions.

Student's signature: _____ Date: _____

Counselor: _____ Grant _____ Deny _____

Comments: _____

Signature: _____ Date: _____

Division Chairperson: _____ Grant _____ Deny _____

Comments: _____

Signature: _____ Date: _____

Director, Admissions and Records: _____ Grant _____ Deny _____

Comments: _____

Signature: _____ Date: _____

Glendale Community College

**Division requirements for signature approval will vary.
Contact the appropriate Division Office as soon as possible to
start the petition process (see list below).**

Academic Division Chairs

Division	Name	Location	Ext/Phone	Email
Biology	Javier Gago	BV 232	ext. 5368	fgago@glendale.edu
Business	Michael Scott	SG 152	ext. 5746	msscott@glendale.edu
English	Francien Rhorbacher	LB 215	ext. 6602	frh@glendale.edu
ESL, Credit	Zohara Kaye	SF 110	ext. 5510	zkaye@glendale.edu
Kinesiology	Joel Weiss	VQ 168	ext. 3193	jweiss@glendale.edu
Health Sciences	Michelle Ramirez Saelak (interim)	HS 318	ext. 5724	mr Ramirez@glendale.edu
Language Arts	Samantha Garagliano	AD 216A	ext. 3529	sgaragliano@glendale.edu
Mathematics	Jeremy Talaoc	SG 324	ext. 5378	jtalaoc@glendale.edu
Physical Science	Sevada Chamras	BV 334	ext. 5630	schamaras@glendale.edu
Social Science	Elizabeth Kronbeck	SR 362	ext. 5743	ekronbec@glendale.edu
Student Services	Richard Cortes	SV 378	ext. 5445	rcortes@glendale.edu
Technology and Aviation	Andrew Feldman	SV 261	ext. 3256	afeldman@glendale.edu
Visual and Performing Arts	Peter Green	AU 217-D	ext. 5622	pgreen@glendale.edu