



## 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](mailto: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

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