



**ORANGE COAST COLLEGE  
ENROLLMENT SERVICES  
COURSE REPEAT REQUEST FORM DUE TO COVID-19**

*Executive Order 2020-02 establishes COVID-19 as a recognized extenuating circumstance and suspends the requirements in title 5, section 55045, for students to prove an extenuating circumstance when petitioning to retake a course attempted during the recognized pandemic. The previous grade and credit will be disregarded when computing GPA, once the course has been repeated.*

**IMPORTANT:** This form is strictly for students who would like to repeat a course that they took during the **Spring 2020** term in the Coast Community College District (CCC, GWC, OCC) regardless of the grade received. If you took the class during another semester and need to repeat the course, please refer to the [Petition for Course Repetition](#) available via the Counseling Center.

**STUDENT INFORMATION**

Full Name:	Student ID#:
Student (CCCD) e-mail:	Phone Number:

**COURSE INFORMATION**

Term you would like to repeat the course (select one):	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	Year: 20____
Course Names (Ex: ENGL A100):				
1.				
2.				
3.				

**Please acknowledge the following:**

- This form may only be used to repeat a course once.
- All grades will remain visible on the transcript. However, the previous grade and credit will be disregarded when computing GPA. The GPA will include the grade received once the course has been repeated, regardless of the grade earned. Example: Student originally received a “C” grade in Spring 2020 then repeated the class and earned a “D”. The “D” grade will be the grade included in the GPA calculation, not the “C” grade. This is not reversible.
- Successful completion of a course originally passed does not carry additional credit toward a degree or certificate.
- Please be aware that some universities will not accept a repeated course after a successful first attempt.
- It is strongly advised that you consult with a counselor and speak with a Financial Aid representative prior to submitting this request to determine how this repeat could impact your educational plan, transfer plan, and/or financial aid. VA students will not be permitted to be certified for a course they successfully passed and are repeating due to COVID.
- Once processed, it is the student’s responsibility to register in the course and meet all registration deadlines.
- This request cannot be reversed after the course census date.

**I have read and understand all the information listed above.**

**Your Initials:** \_\_\_\_\_

For guaranteed processing, this form must be submitted prior to the start of the term you wish to repeat the course.

**E-mail your completed form to [arinfo@occ.cccd.edu](mailto:arinfo@occ.cccd.edu) from your student email address (@student.cccd.edu). Include the following in the body of your email: Your full name, student ID number, course names.**