

**LACC Fourth Attempt Petition  
Spring/Fall Semesters  
Office of Admissions and Records**

Name: \_\_\_\_\_ Student I.D. #: \_\_\_\_\_  
                   Last                    First                    M.I

**Fourth Attempt:** A student may enroll and receive a grade of “W, D, F, NCR or NP” in the same credit course a maximum of three times. Title 5 Regulation 55024 allows a district to establish a petition process for students attempting this same course a fourth time due to extenuating circumstances.

**Extenuating Circumstances:** According to Board Rule 6704.10, “Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.”

**Filing Periods: (Fourth Attempt Petitions will be considered for spring/fall semesters only).**

- Spring semester: October 1 to December 1
- Fall semester: April 1 to May 1

Provide the following information for the course and semester in which you wish to enroll:

COURSE TITLE & NO.	SEMESTER (SPRING or FALL) / YEAR

**Required steps and documentation (Incomplete petitions will not be accepted):**

**Step 1** – Meet with the department chair to determine the advisability of retaking the class or whether taking an alternative class is recommended.

**If a 4<sup>th</sup> repetition of the course is not supported by the department chair, the petition will not be considered.**

Department Chair Signature: \_\_\_\_\_

**Step 2** - Use the reverse side of this form to:

- A. State the reason(s) for **each** substandard grade and/or withdrawal in the course you wish to repeat.
- B. Explain what measures you will attempt to improve your academic performance in this course.

**Step 3** – Meet with a counselor to obtain an updated Student Educational Plan (SEP).

Counselor Signature: \_\_\_\_\_

**Step 4** - Attach the SEP and documents to verify and support your reason(s) for each substandard grade and/or frequent withdrawal. **Note: Official documentation is critical to the review and approval process.**

**Step 5** - Submit all documents, within the filing period dates, to the Office of Admissions, SSB 1<sup>st</sup> floor.

After committee review, the Office of Admissions and Records will mail the committee’s decision to the student within 15 calendar days after the decision is made. Approved students are allowed to register **in-person only** in the Office of Admissions during their regularly scheduled registration appointment date.

**Specifically describe the extenuating circumstances that prevented you from successfully completing this course. (Attach additional pages if necessary):**

1<sup>st</sup> Attempt – Withdrawal or Substandard Grade:

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2<sup>nd</sup> Attempt – Withdrawal or Substandard Grade:

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3<sup>rd</sup> or More Attempts – Withdrawal(s) or Substandard Grade(s):

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**Specifically explain what measures you have taken or will take to improve your academic performance in this course:**

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For Office Use Only**

**Academic Affairs Appointee**  **Approved**  **Denied**

**Student Services Appointee**  **Approved**  **Denied**

**Academic Senate Appointee**  **Approved**  **Denied**

**Approved**  **Denied**  **Incomplete**

**Decision Rationale:**

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