

LATTC Academic Petition

Student I.D. _____ Date _____
Name (Print) _____ Major _____
Last First MI
Address _____ Phone _____
Street City State Zip

Instructions for Completing Administrative Petition Form:

1. Print all requested information above "Office Use Only" section.
2. See reverse side for College Policy regarding eligibility.
3. CHECK ONLY ONE BOX to indicate requested action.
4. Give clear concise explanation AND justification for filing this petition in space provided.
5. **EMAIL TO PETITIONS@LATTC.EDU**

Check One Only

- ☐ **Course Repetition** – Special circumstance repetitions are allowed with proof of a recency requirement. If you have attempted a class 3 times within the LACCD you may petition for consideration for allowance of a fourth attempt.
- ☐ **Substitute Credit** – You must state and show proof that the course you wish to substitute for a required course has essentially the same content and at least the same number of semester units or equivalent quarter units. **If the course was taken at a college outside of the LACCD specify college:** _____
- ☐ **Request for More Units** – You must explain what you will do to ensure your success when taking more units than allowed for the next semester. **Semester Requested:** _____ **Unit Limit Requested:** _____
- ☐ **Catalog Rights** – Clearly state and justify your reason for requesting except of standard college policy. **Catalog Year:** _____
- ☐ **Other** – Clearly state and justify your request.

JUSTIFICATION AREA Print clearly.

Read this before signing:

I have read the relevant section(s) of the college catalog, I must obtain a signature of a Counselor, and I am submitting this petition with a full understanding of the rules and regulations pertaining to the action I have requested.

Student Signature: _____ Date: _____

Do Not Write Below This Line – Official Use Only

Counselor (Print Name): _____	Recommendation: ☐ Approved ☐ Denied
Counselor Signature: _____	Dept. Chair (Print Name): _____
Date: _____ Comments: _____	Dept. Chair Signature: _____
_____	Date: _____ Comments: _____
_____	_____
_____	_____

OFFICE OF THE REGISTRAR

___APPROVED

___DENIED

Signature: _____

Date: _____

COURSE REPETITION

Fourth Course Repetition

A student may repeat the same course for a fourth time, provided the student has:

1. Received three substandard grades for the same district course
2. Filed a petition specifying the course(s) to be repeated and stating the extenuating circumstances upon which the petition is based. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
3. The petition is approved by the local academic senate, or a representative acting on behalf of the academic senate, and by the college president or designee. Upon completing of the fourth repeat, the grade earned will not be used in the computation of the grade point average. All grades awarded will show on the student's permanent records to insure a true and complete academic history.

Course Repetition: Special Circumstances

Special Circumstance repetition requires proof of a recency requirement from this or any other college or university. This proof is to be attached to this petition form at the time of submittal.

SUBSTITUTE CREDIT

Substitution of Units within the LACCD

To substitute credit from another college within the Los Angeles Community College District a petition is NOT necessary. All that is required is that the student make a notation of having attended another college within the district on their graduation application.

Substitution of Units Outside of the LACCD

For a student to request substitute credit for courses taken outside of the district it is necessary for an official copy of the student's transcripts to be submitted via mail, directly from the previously attended institution to the Office of Admissions, BEFORE submitting their petition for substitute credit. Once the transcripts are on file the student may submit their petition with course descriptions from the previous institution attached.

Substitution of Units Outside of the United States

For a student to receive substitute credit for classes taken outside the district the student must have their transcript evaluated by foreign transcript evaluation firm and then submitted directly to the Office of Admissions. A list of accepted evaluation firms is available in the Office of Admissions.

REQUEST FOR MORE UNITS

Decision is at the discretion of the Registrar or designated official per board rules. Approval is not guaranteed and

CATALOG RIGHTS

Default Catalog Policy

A student's graduation application is evaluated with their default catalog; their default catalog is the catalog that was current during their first semester of attendance. If a student does not attend the college for a full school year, their default catalog will be the catalog that was current upon their return to the college