



CERRITOS COLLEGE Academic Records & Standards (A&S) Petition

SECTION I: STUDENT INFORMATION

Cerritos College Student ID: _____

Name: _____

Date of Birth: _____

Phone Number: _____

E-Mail: _____

If you would like to enroll in the same class for the third and final attempt at Cerritos College, you may request permission by submitting an Academic Records & Standards (A&S) Petition to ascommittee@cerritos.edu. Please make sure to follow the instructions on the form.

The Academic Records & Standards (A&S) Committee will review your petition and notify you about the status of your request via your My Cerritos portal.

Once you have submitted the A&S Petition, it may take up to 10-14 business days for the committee to review. Be sure to submit this petition prior to your scheduled enrollment date to avoid enrollment delays. If approved, I understand this is my last and final attempt.

Student Signature: _____ **Date:** _____

SECTION II: REQUESTED COURSE INFORMATION

Semester/Year (Select One): Fall Spring Summer Year: _____

Course to Repeat: _____ Example: ENGL 100

Please provide the class number for the course (if applicable): _____ . Example: 25689

Course to Repeat: _____ Example: COUN 200

Please provide the class number for the course (if applicable): _____ . Example: 30891

SECTION III: STUDENT EXPLANATION

Please provide an explanation on your first two attempts and include your success plan for the upcoming semester.

Continue to Next Page



CERRITOS COLLEGE

Academic Records & Standards (A&S) Petition

SECTION III: STUDENT EXPLANATION CONT.

Instructions for Students:

1. Complete the A&S Petition.

You may attach an additional page if needed to explain your situation. You may attach documentation to support your request.

2. Submit the A&S Petition to ascommittee@cerritos.edu

3. The committee will review your petition within fourteen business days.

4. Receive a notification about the status of your petition within the Message Center in MyCerritos.

If the petition is approved, the committee will send you a communication via the MessageCenter in MyCerritos and you will be enrolled into the course(s) and class number(s) provided on the petition form (Section 2), if the course(s) is not full/closed.

If the petition is denied, the committee will send you a communication via the MessageCenter in MyCerritos.

5. Pay your fees online on My Cerritos student portal.

Additional Resources for Students:

Academic Support Keys (ASK):

Guided academic assistance to successfully complete your Math and/or English course. Enroll here <https://www.cerritos.edu/ask/>

AED Math Support Courses:

Enroll here <https://www.cerritos.edu/aed/support-classes.htm>

Counseling:

Visit <https://www.cerritos.edu/counseling/>