![MPC | Monterey Peninsula College]

ACADEMIC COUNCIL
PETITION TO REPEAT A COURSE

Return to Admissions & Records Office
Incomplete or illegible forms will not be processed

Note: The Academic Council meets every 2nd and 4th Tuesday of the month.
The Academic Council's decision will be posted on WebReg.

PART A: TO BE COMPLETED BY STUDENT

Name _____   ☐ Fall   ☐ Spring   ☐ Summer _____
    Last   First   MI   year

Email _____   MPC Student ID # _____ /_____ /_____

Address _____   Phone (_____) _____

_____
  City   State   Zip

Course name and number you wish to repeat: __ _____
                                           (list only one course per form)

Select the type of repeat request you are seeking:

☐ Repeat a course after receiving a substandard grade (D, F, NP)
☐ Repeat a course after receiving a passing grade (A, B, C, P)

List all previous attempts at taking the course and the grades you received:

1. Semester / Year _____ Grade _____   3. Semester / Year _____ Grade _____

2. Semester / Year _____ Grade _____   4. Semester / Year _____ Grade _____

Indicate the reason why you would like to repeat this course (supporting documentation required):
Note: See the back of this page for more information.

☐ Alleviation of substandard academic work   ☐ Special course for students with disabilities
☐ Significant lapse of time has passed   ☐ Legally mandated course
☐ Extenuating circumstance   ☐ Significant change in industry or licensure standards
☐ Occupational work experience / Co-op   ☐ Active participatory course

Student Statement: _____

_____

_____

_____

_____   _____
                   Student Signature   Date

A&R 5/20   980 Fremont Street, Monterey, CA 93940   Rec'd by_____ Date_____
                                   Phone (831) 646-4002 | Fax (831) 646-4015
                                            www.mpc.edu

INFORMATION REGARDING REPETITION

Course repetition is dependent upon rules outlined in the Title 5 California Code of Regulations.

1) **Alleviation of substandard academic work:** District policy may allow enrollment in a course up to four times unless a satisfactory grade (A, B, C, P) is received. Supporting documentation: MPC transcript, counselor approval.

2) **Significant lapse of time:** The course was last taken more than 36 months ago and the student's prior grade was a satisfactory grade as well as:
   - The course is required by the district as a properly established recency prerequisite; or
   - Another institution of higher education to which the student is seeking to transfer requires the student to have taken the course more recently than the student's last enrollment.
   Supporting documentation: MPC unofficial transcript, counselor approval, and official recency requirement documents.

3) **Extenuating circumstance:** The district allows a student to enroll again in a course if the student's previous grade in that course was due, at least in part, to extenuating circumstances. The district defines an extenuating circumstance as a verified case of an accident, illness, or other circumstance beyond the control of the student. The grade earned in a previous enrollment can be substandard or passing (A, B, C, D, F, P, NP). A student receiving an I, IP, RD, W, or MW cannot re-enroll under this provision. Provide supporting documentation.

4) **Occupational work experience:** Refer to catalog requirements.

5) **Special class for students with disabilities:** Students may repeat course if it is needed to progress academically. Supporting documentation: counselor signature.

6) **Legally mandated course:** Legally mandated training required for continued paid or volunteer employment. Supporting documentation: documentation that shows the course is required by statute or regulation AND verification of the student's employment or activity seeking to be employed for a paid or volunteer job for which the course is required.

7) **Significant change in industry or licensure standards:** There has been a significant change and the courses required to maintain employment or licensure. Supporting documentation: documentation of significant change in industry standard since course was last taken AND job description or letter from employer.

8) **Active participatory course:** Student seeks additional enrollment in physical education, visual arts, or performing arts courses. Up to four enrollments per area of related content is allowed if required for student's major. Supporting documentation: counselor signature.

PART B: TO BE COMPLETED BY COUNSELOR

Comments: _____

_____

_____   _____   _____
Counselor Name   Counselor Signature   Date

PART C: FOR OFFICIAL COLLEGE USE ONLY

Action taken by Council: ☐ Approved   ☐ Denied   ☐ Deferred

Explanation: _____

_____

_____   _____
Signature of Chair of Academic Council   Date

Entered by_____ Date_____