

ADMINISTRATIVE PROCEDURES

Chapter 4 Academic Affairs

4228

AP 4228 Course Repetition – Significant Lapse of Time

NOTE: This procedure is legally advised.

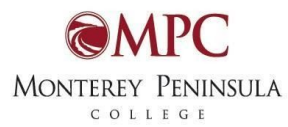
Students repeating a course in which they previously received a substandard grade of D, F, NC, NP, and/or a non-evaluative symbol of W (Withdrawal) may be limited to a total of three enrollments. The symbol EW (Excused Withdraw) is not counted as an enrollment attempt. Students are advised to carefully choose their courses each term to ensure successful completion.

A student may repeat a course only under the following conditions.

1. The student's prior evaluative grade in the course is a "D," "F," "NC," or "NP," or the student withdrew from the course and received a "W"; after the second attempt and received D, F, NC, or NP, the student will be required to petition the Academic Council for a third and fourth attempt; or
2. The College catalog designates the course as repeatable and the number of times it may be repeated; or
3. The student receives prior written permission from the Academic Council when the student can demonstrate that the student meets the requirements for one of the permissible course repetition guidelines, as outlined on the Academic Council Petition: Course Repetition, such as the course must be repeated in order to make progress toward employment and certification.
4. Cooperative Work Experience, intercollegiate athletics, and DSPS (Disability Support Programs and Services) courses may require a petition. Students who wish to petition the Academic Council for course repetition must file an Academic Council Petition: Repeat Petition, available at the Admissions and Records Office and on our website at www.mpc.edu/admissions/forms

See Board Policy BP 4220

References: *Education Code Section 78213;*
 Title 5 Section 55035;
 ACCJC Accreditation Standard II.A.4



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President's Cabinet Approved: TBD