



PETITION TO EXCEED REPEAT LIMIT OF A MONTEREY PENINSULA COLLEGE COURSE WITH A GRADE OF "D, F, W, or NC/NP"

Return petition to the Admissions and Records Office
ADMISSIONS AND RECORDS OFFICE HOURS (831) 646-4002/4007
Monday – Thursday: 8:00am – 6:30pm Friday: 8:00am – 2:30pm

You will not be notified by mail. Please check WebReg for your petition status.

PLEASE NOTE: The grade you receive in this repeat process will appear on your permanent record at Monterey Peninsula College. The last grade and units received (excluding “W”) may be used in computing your Monterey Peninsula College grade point average. (Title 5, Section 55761)

This form may be used to request alleviation of previous substandard grades (D,F) from your grade point average.

OFFICE USE ONLY

Received in A&R Date/Initial _____ Meeting Date _____ Computer _____

Student completes Part A (front) & Part C (back)

Do not write in Part B

PART A (Please print clearly in ink or type) You will not be notified by mail. Please check WebReg for your petition status.

Name _____ Student ID # _____/_____/_____
First Last
Address _____ Phone Number (____) _____
Number Street area code number

City State Zip Code International Student YES ___ NO ___
E-mail address _____

PART B **FOR OFFICIAL COLLEGE USE ONLY**

- [] You have been given permission by the Academic Council to register into _____ (course) for _____ (semester/year).
- [] The College allows a student to enroll in a course up to four times, please note that this is your third attempt to pass _____. If you are not successful with this attempt, your next attempt will be your final opportunity to enroll in this course at Monterey Peninsula College.
- [] You have attempted to pass this course four times, **this is your final opportunity to enroll in _____ at Monterey Peninsula College.**
- [] You have until _____ to register. *If you do not register by this date, this petition is void.*
- [] You must bring this petition and an ADD/DROP Form to the Admissions and Records Office by the above deadline to register. If the registration deadline has not passed, use an Add Code and register by WebReg.
- [] You have been denied permission to enroll in _____.
- [] No action was taken, you provided insufficient information.
- [] Other: _____

Laurence E. Walker, Dean of Student Services
Chair, Academic Council

Date

Incomplete forms will be returned without consideration

PART C

Course to be repeated:

Department & Number	Semester(s) and Year(s) previously completed	Grade

Semester course is being repeated: Fall _____ Spring _____ Summer _____ 20_____

In order to enroll into the above course(s), please identify significant efforts made to improve your performance:

- Meetings with counselor and/or faculty to determine sources of difficulty and sources of help.
- Enrolling in course(s) to improve study skills, test taking, or review of prerequisite content.
- Plan to use academic support services, such as the Academic Support Center, English and Study Skills Center, English as a Second Language Center, Math Study Center, and/or learning disability assessment.
- Repeating prerequisite course(s) because assessment scores, counseling staff, and/or instructor suggest this is needed.

COMMENTS:

Student's Signature

Date

Signature of Counselor or Instructor

Date

A copy of student's transcript must be attached to this petition.