



PETITION TO REPEAT A MONTEREY PENINSULA COLLEGE COURSE IN WHICH A STUDENT HAS EARNED A GRADE OF “C, CR, P” OR BETTER

Return petition to the Admissions and Records Office

Petition must be filed by the last official date to add a course for the semester/session. (See Schedule of Classes or Website for dates)

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 through this repeat process will appear on your permanent record at Monterey Peninsula College; however, the units and grade received will **NOT** be used in computing your Monterey Peninsula College grade point average (Title V Section 55763).

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 _____ MPC ID #: _____/_____/_____
First Last

Address _____ Phone Number (____) _____
Number Street area code number

_____ International Student YES _____ NO _____
City State Zip Code

E-mail address _____

PART B FOR OFFICIAL COLLEGE USE ONLY

[] You have been given permission by the Academic Council to register for _____ (course) for _____ (semester/year).

[] 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 stated 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 & Year previously completed) (Grade)

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

The California Administrative Code, Title V (Section 55763), allows the repetition of a course when the original grade was A, B, or C, only under "UNUSUAL CIRCUMSTANCES." Please select the unusual circumstance(s) criteria established by Monterey Peninsula College, which reflects your situation.

- ____ 1. Three years have elapsed since first completing the course and review is necessary in order to advance to a higher level course. (The original grade remains on the transcript and the GPA remains the same.)
- ____ 2. The course content has changed because of changing technology or principles. (Verification from a counselor or division chair or designee of the change in course content.)

_____ Counselor or Division Chair/Designee's Signature	_____ Date
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- ____ 3. Medical conditions did not allow full participation when last enrolled (documentation attached).
- ____ 4. Additional preparation is needed prior to enrolling in more advanced course work as exhibited by prior student academic performance.

_____ Counselor or Division Chair's Signature	_____ Date
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- ____ 5. Course repetition is required as a special academic accommodation for a qualified Disabled Student Programs & Services student. (Title V, Section 56029)

_____ DSPS staff signature	_____ Date
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- ____ 6. Other special circumstance as documented by an instructor, or a counselor
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Student's Signature

Date

Signature of Counselor or Instructor

Date