

**Moorpark College
Counseling Department**

Petition for Course Repetition

Courses taken at Moorpark College in which a grade of "D", "F", or "NC", has been earned may be repeated for the purpose of improving a recorded grade. A significant lapse of time or extenuating circumstances may also qualify a student to repeat a course. Prior approval of course repetition shall be required.

Upon completion of the repeated course, the most recent grade earned shall be used to compute the cumulative grade-point average. The prior grade will be lined through on the permanent record. The permanent record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

I recognize that the above policy does not in any way obligate other colleges or universities in their evaluation of my transcripts.

Printed Name

Daytime Phone Number

Signature

Social Security #

Date

Course Ref. Number	Course Name	Grade Received	Semester 1st Taken	Semester of Repeat
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1. _____

2. _____

3. _____

Counselor Signature

Date

Exception (If applicable) Granted Denied

Dean of Counseling