

Petition for Course Repetition



MOORPARK COLLEGE
COUNSELING DEPARTMENT

Pursuant to Title 5, students are permitted to repeat credit courses that are non-repeatable a maximum of two times for the purpose of alleviating a substandard grade. Substandard grades are defined as "D", "F", "NC" or "NP". Students may be permitted, under special circumstances, to repeat non-repeatable credit courses in which non-substandard or passing grades have been awarded. Students may also repeat credit courses that are designated as repeatable in the college's catalogs.

Courses that are repeated shall be recorded on the students' permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

Course Repetition May Be Allowed Under Special Circumstances for Nonrepeatable Courses, pursuant of Title 5, section 55040-55045 (check one)

- Significant lapse of time (at least 3 or more years) or when recency is required by transfer institution.
- Legally mandated training requirement as a condition of continued paid or volunteer employment. Documentation is required for approval.
- Variable unit, open-entry/open-exit courses.
- Extenuating circumstances. Dean's review and approval is required, complete section below.
- OTHER _____

Course #	Course Name	Grade Received	Semester 1st Taken	Semester of Repeat

Student Name

Student ID#

Student Signature

Date

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

Counselor Signature

Date

FOR DEAN'S USE ONLY

Exception (if applicable) Approved Disapproved

Reason: _____

Dean's Signature

Date

NOTICE TO STUDENT: Please refer to the college catalog for more information.