



# Course Repeat Petition

Student Name: \_\_\_\_\_  
First Middle Int. Last

Student w#: \_\_\_\_\_ Phone number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note to Student: Use only one petition per course. You must include a typed statement as to your reasoning for your request.** Attach any supporting documentation. Please read instructions on reverse side for more information. Petitions submitted without supporting documentation may be denied. Approved Repeat Petitions are good for two consecutive semesters. **All communication will be sent to your MJC student email.**

**Action requested for the following course:**

Semester/ Year	Course Name/ Number	Section Number	Instructor

**Select Petition Type: (Please read Title 5 requirements on back)**

- Extenuating Circumstances-** Verified accidents, serious illness or other circumstances beyond the control of the student. *It is the student's responsibility to provide verifying documents that relate specifically to the dates of the last attempt.*
  - I am requesting a fourth enrollment and have provided the necessary documents.
- Significant Lapse of Time-** No less than 36 months since the last satisfactory grade was obtained OR five years or more from enrolling in an activity course. *It is the student's responsibility to provide recency requirement documents seeking to transfer to another higher education institution or program. The student can only petition to repeat a course once under this circumstance.*

Other: \_\_\_\_\_  
\_\_\_\_\_

*I have provided all supporting documents needed to submit this petition. I understand if no documents are provided, it may result in a denial of my petition. I also understand that I have read the information on the reverse side of the form.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Office Use Only**

Designee Signature: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Petition Committee Review Committee Signatures: \_\_\_\_\_

Comments: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  Student Notified

## General Information

In accordance with YCCD Board Policy 4220 and Title 5, sections 55040, 55043, 55045, and 55253 only courses which fall into the following categories may be repeated:

**Extenuating Circumstances** (55045)- Maximum allowable enrollments are only eligible for course repeat if verified cases of accidents, illness, or other life changing event beyond your control that prevented you from doing well in the course(s). Proof of extenuating circumstance must be attached to verify information. Examples of documents which may be submitted but not limited to are: medical records on physicians letterhead, death certificates, birth certificates, proof of relationship documentation, Jury duty, court summons, or Military orders. Students are only allowed to petition twice under Extenuating Circumstances. **Students have 30 days after the course has ended to file the Course Repeat Petition.**

**Significant Lapse of Time** (55043)At least 36 months (3 years) have passed since grade was first obtained. Recency requirement for institution of higher education or transfer program must be provided as documentation of such evidence. Other than recency requirement, you must submit documentation that provides compelling evidence of justification needed to repeat course. Examples of documents which may be submitted are: program or transfer information from school, new updated technology or industrial equipment. If a student has enrolled the maximum number of times allowed in an activity class, they may enroll one additional time, after a lapse of time of five years or more. The grade and grade points will replace the fourth enrollment, even if the grade is lower. Students are only allowed to petition once under significant lapse of time.

## Student Information

1. Incomplete petitions may not be approved. Check boxes that apply to you and provide a typed statement, along with documentation.
2. The Course Repeat Petitions are reviewed by the Director of Admissions and Records. If further review is necessary the petition will be reviewed by The Petition Committee.
3. You will receive written notification through your MJC student email within thirty to forty- five (30 to 45) business days after the petition has been reviewed.
4. Should your petition be denied, you may appeal the decision within 30 days of when the denial letter was sent. The appeal may include new or additional information that was not included in the original form.
5. If you are unable to get into the course for the requested semester, this petition is good for 2 consecutive semesters. You will need to come into Enrollment Services to have staff enroll you into the course in-person. Please fill out the Course Registration Form and attach your approved petition email.