



Course Repeat Petition

Emailed forms must be submitted with your MJC student email, otherwise they will not be processed. Submit completed form by email to MJCESeForms@mjc.edu or in person to Enrollment Services on East or West Campus.

Student Name: _____
First Middle Int. Last

Student w#: _____ Phone number: _____ Date of Birth: ____/____/____

Use only one petition per course. You must include a typed statement as to your reasoning for your request. Attach any supporting documentation. 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 instructions on reverse side for more information)

Significant Lapse of Time: A program prerequisite requires the course must be completed within a recent timeframe (**proof of applicant or admission documentation from the program is required**). At least 3 years must have passed since receiving a passing grade in the course.

Legally Mandated Courses: A training program mandates the course be repeated for licensing i.e., EMT, Paramedic, Police Officer, Fire Officer, LVN, RN. Documentation is required.

Significant Change in Industry or Licensure Standards: Repetition of course is necessary for employment or licensure. Documentation is required.

Special Classes for Students with Disabilities: Repetition is required in order to meet a related accomodation. DSPS office must provide verification.

Extenuating Circumstance: A student may be permitted to re-enroll in a course if the previous grade was due, at least in part, to extenuating circumstances. Documentation is required.

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

Petition Guidelines:

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:

Significant Lapse of Time: (55043) At least 36 months (3 years) have passed since grade was first obtained. Recency requirement for institutions 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 the 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.

Legally Mandated Courses: A student is permitted to re-enroll in a course that is required by statute or regulation as a condition of employment AND the student is employed or actively seeking to be employed for a paid or volunteer employment. Students are required to provide evidence showing course is legally mandated. Acceptable evidence may include: job announcement, job description, course description, or certifications.

Significant Change in Industry or Licensure Standards: A student is permitted to re-enroll in a course that there has been a significant change in the industry or licensure standards since the student previously took the course AND the student must take the course again for employment or licensure. Students are required to submit adequate documentation that demonstrates the significant change and requirement for employment.

Special Classes for Students with Disabilities: Students with disabilities can re-enroll in special classes in any of the three circumstances 1) the student's success in other classes is dependent upon additional repetition of the special class (2) the student's need to enroll again in the specific class to be prepared for enrollment in other regular or special classes (3) the student's educational contract specifies a goal which additional enrollments in the class will help further that goal.

Extenuating Circumstances: (55045) Maximum allowable enrollments are only eligible for course repeat if verified cases of accident, 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.

Student Instructions

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 Petitions 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.