



Office of Admissions and Records

# Repeat Petition

Submit completed form to [Admissions@mccd.edu](mailto:Admissions@mccd.edu)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
@campus.mccd.edu

(Merced College Email)

### You must petition to repeat a course if:

1. The course is not identified as repeatable in the Merced College Catalog and you have received either:
  - a. A substandard grade (D, F, FW, or NP) twice in the course or,
  - b. A grade of "C" or better (or "P") and need to retake the course.
2. The course is identified as repeatable in the Merced College Catalog and you have exhausted the number of allowable repeats.

### Common reasons for allowing repeats:

1. It has been at least 5 years since you took the course; or
2. You need to repeat the course to meet a legally mandated training requirement as a condition of continued employment (paid or voluntary); or
3. Your previous grade was, at least in part, a result of special circumstances (e.g. verified cases of accident, illness, or other circumstances beyond your control).  
(Title V, Sections 55761-55763, 56029, & 58161)

**You MUST write a brief statement explaining why you should be allowed to repeat the course(s) below.**

(Be sure to submit, if applicable, verification of any extenuating circumstances.)

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<u>Student Fill-in Course/Semester</u>	Posted	<u>OFFICE USE ONLY</u>
Course: _____ Semester/Year to be Repeated: _____	<b>OFFICE</b> <input type="checkbox"/> Approved*            PA <input type="checkbox"/> <b>USE</b> <input type="checkbox"/> -NFT-Cannot register until <b>ONLY</b> the 1 <sup>st</sup> day of the semester. <input type="checkbox"/> Disapproved	
Course: _____ Semester/Year to be Repeated: _____	<b>OFFICE</b> <input type="checkbox"/> Approved*            PA <input type="checkbox"/> <b>USE</b> <input type="checkbox"/> -NFT-Cannot register until <b>ONLY</b> the 1 <sup>st</sup> day of the semester. <input type="checkbox"/> Disapproved	
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\*If the -NFT Box is marked, you MAY NOT REGISTER in that course until the week the class starts.

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

**Authorizing Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_