MIDDLESEX Community College | Course Repeat Appeal Form

BEDFORD • LOWELL

Course Repeat Policy:

A student may attempt a course NO MORE THAN THREE TIMES. Attempted courses include those with a final grade awarded, withdrawals, incompletes and in progress grades, and an incomplete or in progress grade that has converted to a grade of F, or a "W" for courses from which the student has withdrawn. Courses repeated in an effort to earn higher grades will also count as attempts.

Course Repeat Appeal Process:

- A separate course appeal form must be completed for each course being appealed.
- Appeal requests must be submitted to Associate Dean's Office, Enrollment Center, Bedford Campus. Forms can be sent to the attention of **Patricia Bruno, Associate Dean of Student Support Services**. To schedule a meeting with Associate Dean Bruno, and if you have additional questions, please contact Dyan Darcey at (781) 280-3637 or darceyd@middlesex.mass.edu.
- Appeal requests must be submitted at least two weeks prior to the start of the semester. Appeals submitted after that time will not be considered for that semester.

Date: _____ Student ID: _____

Student Name: _____

Student Phone: _____ Student email: _____

Semester requesting to take repeated course: _____

Repeated Course Name and Number: _____

Semester the course was first attempted: _____ Grade Earned: _____

Semester the course was second attempted: _____ Grade Earned: _____

Semester the course was third attempted: _____ Grade Earned: _____

Please document the reason for this request in a letter to be attached to this form. This letter should include why you think you were not successful in each prior attempt, why you want to enroll in the course again, and what strategies you will implement to help ensure your success if the appeal is approved.

Permission to Register **Approved:** _____ **Denied:** _____

Associate Dean of Student Support Services or Designee: _____ Date: _____

Notes.

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