



Repeating Courses:

If you are requesting to enroll in a course for a **third time**, you must complete a request form and **MEET** with an academic advisor from the Advising Center to create a plan for success before you will be approved to enroll in the course.

When a course is repeated, credit is granted only once. The highest grade earned in the course will become both the official grade for the course and the only grade for that course that is included in the cumulative grade point average calculation. However, all course attempts will continue to be listed on the student's transcript.

Course Repeat Information:

- You are permitted a maximum of three attempts for any one course.
- You may attempt a course two times without intervention.
- On the third attempt, you must submit a completed Course Repeat Request form and meet with an academic advisor from the Advising Center for approval.
- During your approval meeting, you will develop or review your success plan for each course being repeated for the third time.
- The meeting with an academic advisor must occur **BEFORE** 4:00 p.m. on the Thursday before the semester begins. Meetings that occur after this deadline will not be considered for enrollment in the current semester.
- Approval to repeat a course is independent from Financial Aid decisions and awards. If you receive or wish to receive financial aid, please meet with a financial aid representative for information regarding how course repeats may impact your financial aid status and award.
- Course Repeat Request forms are available in the Student Information Centers or online at:
<https://www.middlesex.mass.edu/academicstanding/>

Other Information:

Course Repeat request forms should be completed PRIOR to your meeting with a professional academic advisor.

Due to the number of students requesting meetings, it is recommended you schedule an appointment as soon as possible.

Appointments can be schedule by stopping by the Student Information Center on either campus, calling 1-800-818-3434, or schedule online at <https://www.middlesex.mass.edu/studentinformationcenter/>.

Students are strongly encouraged to discuss with their academic advisor/counselor and financial aid officer the effect withdrawing or repeating a course may have on their academic programs and financial-aid eligibility.

Course attempts include currently enrolled courses, courses with a final grade awarded, transferred coursework, withdrawals, incompletes, an in-progress grade that has converted to an "F," and courses repeated in an effort to earn higher grades. If a student drops a class during the add/drop period, this is not counted as an attempt. Courses excluded under the Fresh Start Policy do not count as an attempt.



Students at MCC may attempt* a course no more than 3 times and must meet with an academic advisor from the Advising Center for approval prior to the third attempt. This form must be completed and the meeting must occur by 4:00 PM on the Thursday before the semester begins in order to register for the repeated course(s) for that semester. Meetings that occur after this deadline will not be considered for enrollment in that semester. Complete one form for each course repeat request.

Name

MCC Student I.D. Number

Street Address

Best Contact Phone Number

Town, State, and Zip Code

MCC Email Address

Major

Please indicate your current Academic Standing: Good Standing
 Academic Warning Academic Probation Suspended/SR

Provide the Name and Number of the course you wish to repeat: _____

1st Semester Attempted: _____ Final Grade: _____; 2nd Semester Attempted: _____ Final Grade: _____

Why are you taking this class again: Check all that apply:

- As a strategy to improve my GPA
- This class is a prerequisite for another class
- Other: _____
- I need a higher grade for a program application
- I want to master this material

Please explain why you were not successful in each prior attempt: _____

What strategies will you implement to help ensure successful completion if approved: _____

Below is a list of common reasons why students have difficulty being academically successful. Please check ANY of the following that have been a problem for you at MCC:

- | | |
|--|--|
| <input type="checkbox"/> Work (# of hours, work schedule) | <input type="checkbox"/> Learning difficulties |
| <input type="checkbox"/> Study skills need improving (organization, test-taking, etc.) | <input type="checkbox"/> Personal problems |
| <input type="checkbox"/> Unclear about major/career decision | <input type="checkbox"/> Lack of motivation |
| <input type="checkbox"/> Did not understand the college withdrawal process | <input type="checkbox"/> Family issues |
| <input type="checkbox"/> Difficulties with instructor | <input type="checkbox"/> Illness/health concerns |
| <input type="checkbox"/> Inconvenient course schedule/course times | <input type="checkbox"/> Financial worries |
| <input type="checkbox"/> Teaching method(s) (self-paced, online classes, etc) | <input type="checkbox"/> Transportation problems |
| <input type="checkbox"/> Other: _____ | |

I understand that, I am required to develop a Plan for Success with an Academic Advisor from the Advising Center.

Student signature

Date

Advisor signature

Date



Students at MCC may attempt* a course no more than 3 times and must meet with an academic advisor from the Advising Center for approval prior to the third attempt. This form must be completed and the meeting must occur by 4:00 PM on the Thursday before the semester begins in order to register for the repeated course(s) for that semester. Meetings that occur after this deadline will not be considered for enrollment in that semester. Complete one form for each course repeat request.

Name

MCC Student I.D. Number

Street Address

Best Contact Phone Number

Town, State, and Zip Code

MCC Email Address

Please indicate your current Academic Standing: Good Standing

Academic Warning Academic Probation Suspended/SR

Course Being Repeated

With specific detail, list the changes you will make (or have already made) to successfully complete this class next semester. (IE: I will do my homework in the Library on Tuesday & Thursday after class.)

1. _____

2. _____

3. _____

Middlesex Community College offers many resources to support your success as a student. As part of your success plan, the following services are recommended:

- Tutoring:
 - Math Lab
 - Writing Lab
 - Reading Lab
 - Other _____
- Personal Counseling:
 - Stress Management
 - Motivation Concerns

- Disability Support Services
- Meet with Academic Advisor
- Career Counseling
- Veterans Resource Center
- TRiO Program: _____
- Financial Aid Office
- Student Life/Involvement
- Other: _____

I agree to follow the plan outlined above as a condition of my enrollment for a third time in _____. I understand that following this plan and its recommendations is my responsibility and that doing so will increase, but cannot guarantee, my chances for success.

Student signature

Date

Academic Advisor signature

Date