



## Information

### 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 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 Academic Advising and Transfer 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 meetings must occur **BEFORE** 4:00 p.m. on the Thursday before the semester begins.

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.



## Form

Students at MCC may attempt\* a course no more than 3 times and must meet with an academic advisor 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. A separate form must be completed for each course being requested to repeat.

\_\_\_\_\_  
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

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

1<sup>st</sup> Semester Attempted: \_\_\_\_\_ Final Grade: \_\_\_\_\_; 2<sup>nd</sup> 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, if granted, I will be required to develop a plan for success with an Academic Advisor.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date