

Mt. SAC's

3-REPEAT SAME COURSE POLICY

Students who have recorded a mark of W, D, F*, No Credit, or No Pass will only be allowed to repeat the same course two times, for a total maximum enrollment of three times.

Listed below are two options for a student who is seeking a 4th attempt for the same course to meet their educational goal.

Option 1: Exceptional Action Petition

- Yes. I experienced an extenuating circumstance (e.g. verified accidents, illnesses, or other circumstances beyond my control).
- Complete the [Petition for Exceptional Action form](#) and include proof of the extenuating circumstances (e.g. documentation from health provider, employer, etc.)
- Submit it to Admissions & Records (A&R)
- A decision is made 2-weeks after submission of the petition. If approved, retake the course; if denied, follow option 2.

Option 2: Take course at another college

- Meet with a Counselor to determine the "equivalent" course to take at another college.
- Apply and complete the enrollment process at the other college to retake the course.
- Apply home.cccapply.org/en/apply
- After completing the course, request an official transcript from the college and have it mailed to:
Mt. SAC Admissions & Records
1100 N. Grand Avenue
Walnut, CA 91789
- Meet with a Mt. SAC Counselor to update your educational plan



***Due to Covid, Spring 2020 through Fall 2020, Excused Withdraw (EW), grades DV & FV will not count as part of the 3-repeat policy.**