

Course Policies

be blocked from registering a third time for the same course if substandard grades have been recorded in previous grading periods. A student will not be permitted further attempts in the repeated course except under unusual circumstances and upon approval of a **Petition to Repeat a Course form by the appropriate department** and/or by participating in a mandatory intervention program. Petitions are available in instructional division offices.

On repetition, the second or latest grade will count toward the grade point average and the previous grade will be discounted or "forgiven." A maximum of 12 units may be retaken and forgiven under this provision. Grade points earned on additional repetitions (after the 12 units as described above) will be averaged in with the previous courses. Unit credit is only allowed once when repeating a "D" grade. The student's permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, ensuring a true and complete academic history.

Courses for which satisfactory grades of "A," "B," "C," or "Credit" are received may not be repeated. Only upon extenuating circumstances will repetition in

courses for which the student has satisfactorily passed be allowed. Students with extenuating circumstances may file a **Petition for Exceptional Action form in the Admissions Office**. Students who repeat courses based on this provision will not earn additional units or grade points toward improving or changing the previous grade earned in the class or toward changing the overall grade point average.

Student Load Limits

Without petitioning, students may enroll in up to 18 units each semester and up to 7 units each summer and winter intersession. Students who have completed a minimum of 15 college units in a given semester with a grade point average of at least 3.0 and have a minimum cumulative grade point average of at least 3.0 may petition for permission to enroll in units above the maximum.

Students may be required to see a counselor as part of the petition process. Petitions are available in the Counseling Office, located on the upper level of the Student Services Center.

Remedial Limitations

Students are limited to completing no more than 30-units of courses identified as "Pre-collegiate Basic Skills" while enrolled at Mt. SAC. Courses that fall into this category are clearly identified in the class *Schedule*, with "Pre-collegiate" by the title of the course. Courses in this category include pre-collegiate basic skills courses in Math, English, Reading, and Learning Skills. Students enrolled in the American Language program and students with learning disabilities are exempted from this policy.

Waivers to exceed the 30-unit limit are available to students who show significant progress and will be limited to a specified period of time and/or number of units. Students requesting this waiver must submit a petition of extenuating circumstances to the Board of Appeals. Petitions are available in the Counseling Department and in Admissions & Records.

Students who reach 30 units of pre-collegiate basic skills courses and who are not ready to pursue degree appropriate courses are subject to remedial dismissal.

Petitions for Exceptional Action

Petitions for Exceptional Action forms are available from the Counseling Office and Admissions and Records Office in the Student Services Center for use by students. Subsequent action on a petition will be taken either by the appropriate administrator or the Board of Appeals.

**Register & Pay
Online!** *It's easy!*

Log on to *my.mtsac.edu* with your student ID #. Register and pay your fees from your computer.



*See pages
11 & 12 for
full details!*