

_____ Academic Enrichment

_____ Substitution for an MCP course

_____ Acceleration in course sequence

Mission College Preparatory Catholic High School

Petition to take a NON-MCP course

Student: _____ Date: _____ Class Level: _____ Year to be taken: _____

(Check one) Semester 1 Semester 2 Summer

I hereby petition for an Academic Enrichment or Course Substitution from MCP. I understand that I must take the course(s) for a LETTER GRADE if the course(s) are to be used to meet college entrance requirements. I understand that if I take this course without approval, it will not appear on my transcript. Furthermore, I understand that some departments may require students to demonstrate competency in this course content through an MCP teachers' assessment, before moving to the next level in this content area.

Signature of Student _____

Student will provide the following:

1. Reason for enrollment in a non-MCP course: _____

2. Name of Accredited Institution (ie. Cuesta, BYU, Hancock, etc.) _____

3. Proposed Coursework (include full course title and number):

4. **Teacher Signature:** As a member of the _____ department, I certify that the course outline for the proposed course(s) _____ **matches 80%** or more of the MCP approved curriculum for the following MCP course(s) _____.

Teacher _____ Dept. Chair _____

5. Schedule of class: Day(s) _____ Time _____ Check if Online

6. Credits: To be earned at college _____ To be earned at high school _____

7. **Parent(s)/Guardian Approval:** I am requesting that my son/daughter be enrolled in MCP and another institution. I understand that the grade will not be computed into the GPA at MCP.

Signature of Parent/Guardian _____

Action by School:

_____ Approved _____ Unapproved Date of Action _____

Date Student was Notified _____

Counselor Signature _____ Administrator Signature _____

NON MCP COURSE ENROLLMENT STEPS

1. Select the class you wish to take
2. Obtain a Petition to take a non MCP course form from your counselor
3. Complete the form and get the necessary signatures
4. If the proposed course work is going to be a substitute for a MCP class, you must obtain a course outline from the attending institution and complete number 4 on the form. We have several course outlines from Cuesta and Hancock, on file. Ask your counselor.
5. Return the completed form and the required documentation to your counselor who will present our proposal to the Administration.
 - a. If your plan is to attend Cuesta, Hancock, or Cal Poly, your counselor will sign a permit to enroll form.

PLEASE BE AWARE OF THE FOLLOWING:

- At the completion of the course(s) it is your responsibility to have an official transcript sent to MCP or it will not appear on your transcript
 - Attention: Registrar
- Completed courses will appear on your MCP transcript but the grades will not affect your GPA