



# Notification of Repeated Class Request

Return this signed form to the Clark College Registration Office for processing.  
**PLEASE PRINT - ACCURATELY**

Department: \_\_\_\_\_

Course Number:

Class was first taken:  Fall  Winter  Spring  Summer Year:

Grade received:

Class was repeated:  Fall  Winter  Spring  Summer Year:

Student Identification Number:    -   -

Name: \_\_\_\_\_  
Last First Initial

Signature \_\_\_\_\_

## Repeating a Course

Courses may be repeated to improve the grade earned, but credit will be granted only once. When the student notifies the Registration or Credential Evaluations Office that a course has been repeated, the symbol "R" will be placed next to the grade and only the last grade earned in the course will be used in calculating the grade-point average. No course may be repeated more than twice (defined as two repeats in addition to the original enrollment.)

**Note:** An institution to which an official transcript is sent may recompute the grade-point average of a student who has repeated courses in accordance with its own requirements and policies. Students receiving financial aid or veterans benefits or those participating in athletics should consult the respective office(s) prior to repeating a course, as benefits or eligibility may be reduced or lost as a result of the repeat.

Students requesting exceptions to these rules must petition the Academic Standards Committee. Petitions are available in Gaiser Hall, Credential Evaluation Office. Call 992-2805.

Date posted: \_\_\_\_\_



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