

# Notification of Repeated Class Request



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

Department and Course Number (e.g., MATH 095) \_\_\_\_\_

Class was first taken: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year:  Grade received: \_\_\_\_\_

Class was repeated: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year:  Grade received: \_\_\_\_\_

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

Student Identification Number (SID)

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature \_\_\_\_\_

## Repeating a Course

### For Office Use Only

Courses may be repeated to improve the grade earned, but credit will be granted only once. When the student notifies the Registration 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 calculate in the grade point average (GPA). 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 a course 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 maybe 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, 360-992-2805.

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

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