

PETITION FOR REPEATED COURSE

Policy Statement on Repeated Course:

A student may repeat any course. Each registration for the course and each grade received will be listed on the student's transcript. Subject to the following provisions, students may petition to have only the highest grade calculated into the grade point average (GPA) provided that:

1. The course continues to be offered by the college with the same course prefix, number, title, and credit hours.
2. The student files the appropriate petition form with the Office of Registration & Records with the correct dates and course numbers.

Student Name (print): _____

S#: _____ Phone#: _____

Email: _____@student.cccs.edu

Note: Your official CCD email account is the only email CCD will accept for correspondence.

I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.

Student Signature: _____ Date: _____

Repeated Course Information:

Semester and year which course was repeated: _____

Credit Hours: _____ Course Title: _____

Credit Prefix and Number: _____

Previous Course Information:

Semester and year which course was completed: _____

Credit Hours: _____ Course Title: _____

Credit Prefix and Number: _____

Internal use only:

Repeated Course Completed: ☐ Yes ☐ No

New Grade Earned: _____

Received by: _____ Date: _____

Processed by: _____ Date: _____