



Petition for Repeated Course

Student Name (print): _____

S#: _____ Phone: _____

Student E-mail: _____

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

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.

Repeated Course Information:

Semester and year which course was repeated: _____

Course Title: _____

Credit Hours: _____ Credit Prefix: _____ Number: _____

Previous Course Information:

Semester and year which course was repeated: _____

Course Title: _____

Credit Hours: _____ Credit Prefix: _____ Number: _____

Mailing Address: Campus Box 201 | P.O. Box 173363 | Denver, CO 80217

Petition for Repeated Course

S#: _____

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: _____

Internal Use Only

Repeated Course Completed: Yes No

New Grade Earned: _____

Received By: _____

Date: _____

Processed By: _____

Date: _____