**Course Repeat Form**

*Internal Use Only*

Received by Date

**Instructions**

**Course Repeat Form**

* Submit completed form to Enrollment Services, Bldg. 7. *TCC’s official policy is available in the current Catalog.*
* Students may repeat a course in which he /she has received a grade lower than a ‘C+’ (limitations apply to Allied Health Program students).
* The code ‘Repeat – Excluded’ can only be given for the same course twice and will not be given to a course taken more than once in the same quarter.
* This request will be processed within 5 business days.

 **PLEASE PRINT CLEARLY**

 **Name**: **CTCLink ID:**

 Last First MI

 **COURSE INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course name**  | **Lower grade** | **Quarter/Year** | **Course name**  | **Higher grade** | **Quarter/Year** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**STUDENT VERIFICATION**

I understand that repeated classes will remain on my transcript, but the code, ‘Repeat - Excluded’, will be added to the lower grade. GPA calculations will not include the ‘Repeat - Excluded’ grade or the credit earned for the repeated course.

**Student Signature Date**