

**NOTICE OF INTENT TO REPEAT A COURSE**

Date this form is prepared & submitted for a consideration

Student	Student Social Security Number	
Home Address	City	Zip
Home Phone	Work Phone (if any)	

**I intend to repeat a course in which I initially earned a grade of D, F, I, or W.**

Course Title/Number requesting to Repeat/Retake	Course Completion Date
Earned Grade	Repeat Effective Date (mm/dd/yyyy)

I understand that the grade previously earned at my first attempt will be replaced by a grade I will have earned from REPEAT/RETAKE of the same course. I understand that the deletion is subject to the followings:

- The student must be an officially registered individual,
- The student must have earned a D, F, I, or W in a course taken at this college,
- The student must earn a grade of A, B, C, or CR in the second attempt to delete the first grade earned,
- Third or subsequent attempts are not prohibited. However, they will remain in the grade point determination, and the credits earned in the course will be applied to the completion only once,
- You must repeat the identical course. If the course in question is no longer offered, you must make a special request to repeat an approved substitute.

Student Signature	Date
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NOTE: school will contact you if we are unable to process your request due to your failure to comply with one or more of the school policies & or procedures as listed in the school catalog. Decision will be sent to your address listed above within 10 business days. You may contact the Student Services Manager at (562) 864-0506 extension 29 with any questions.

**FOR OFFICE USE ONLY**

Request APPROVED, Correction Posted Date	School Official's Signature
Request DENIED	School Official's Signature

Notes