

NOTICE OF INTENT TO REPEAT A COURSE

Date this form is prepared & submitted for a consideration

Student

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 Name/Number requesting to Repeat/Retake

Course Completion Date

Program Name

Grade Earned

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 following:

- 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

NOTICE: The 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. A written decision will be sent to your above address within 10 business days. You may contact the Student Services Office at (562) 864-0506 with any questions. Please mail (15141 Whittier Blvd., Suite 420, Whittier, CA 90603, fax (562-864-7806), or email (julie@ati.edu) the completed form.

FOR OFFICE USE ONLY

Request APPROVED, Correction Posted Date

School Official's Signature

Request DENIED

School Official's Signature

Notes