



## REPEATED CLASS REQUEST

PLEASE PRINT. Return signed form to the Registration Office.

\_\_\_\_\_  
Last Name                      First                      MI                      \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Student Identification No.

Course Title & Number \_\_\_\_\_

Course first taken: \_\_\_\_ Fall \_\_\_\_ Winter \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ Year

Grade Received: \_\_\_\_\_

Course repeated: \_\_\_\_ Fall \_\_\_\_ Winter \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ Year

Grade Received: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Posted/Initial \_\_\_\_\_  
(office use only)

### Repeating a Course

**THE REPEAT PROCESS DOES NOT APPLY TO THE FOLLOWING GRADE SYMBOLS:  
"I", "NC", "NP", "W", OR "Z".**

You may repeat a course to improve your grade, but credit will be granted only once. Both grades will remain on the transcript and only the higher of the two grades will be computed in the GPA. The symbol "R" will be placed next to the lowest graded course.

Students receiving financial aid or veterans benefits or those participating in athletics should consult the respective office(s) prior to repeating a course, as benefits or eligibility may be reduced or canceled as a result of the repeat.

If you are planning to transfer, you should be aware that the policies of other colleges and universities will vary as to which of the grades is used in computing the GPA.

*Mail, fax 253-964-6427, or drop the form off at the Registration Office.  
Pierce College Registration: 9401 Farwest Dr SW, Lakewood, WA 98498  
Questions, call 253-964-6727, Records Office.*