

STUDENT GRADE REPEAT REQUEST FORM

STUDENT: Please make a copy for your records and take this copy to the Enrollment Center in Bldg. 2, Rm. 200.

- If you do repeat a course and receive a higher grade, and want your original grade changed in your record, ask the Enrollment Center in Building 2, Room 200, to change your grade to an R (Repeated).
- Please note that both the original course and the repeated course must have been taken at a Chemeketa Community College campus to request the original grade be changed to an R.
- If you repeat a course more than once, only your original grade can be changed to an R.
- If you repeat a course and receive a lower grade, both grades will remain on the transcript. An original grade of N or I may not be changed by repeating a course
- If you are receiving **veteran's educational benefits**, you should be aware that this could create an overpayment for the term for which you are requesting an R grade. Contact Veteran's Services in Building 2, Room 200 before making the request.
- Once a grade has been changed to an R, it cannot be changed back again.
- Some 4 year colleges may translate the R differently.

STUDENT: Please complete and submit to the Enrollment Center.

PLEASE PRINT

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Student Name _____ Soc. Sec. # _____

Course ID Number _____ Title _____ Credits _____

Original grade issued: (circle one) SU FA WI SP Year ___ Course repeated: (circle one) SU FA WI SP Year ___

Original grade of (circle one) B C D E should be changed to **R**

(Two course repeat grades can be requested on this form, the section below is for another course).

Course ID Number _____ Title _____ Credits _____

Original grade issued: (circle one) SU FA WI SP Year ___ Course repeated: (circle one) SU FA WI SP Year ___

Original grade of (circle one) B C D E should be changed to **R**

Student Signature

Date

For Staff Use Only-Staff Initial

Student ID verified

Confirmed student's current mailing address

Indicate grade retained for this course _____

First check _____ Second check _____

staff initials

staff initials