



Chemeketa Community College Enrollment Center • 4000 Lancaster Drive N.E. - P.O. Box 14007 • Salem, Oregon 97309 • (503) 399-5001

Chemeketa Community College is an equal opportunity/affirmative action employer and educational institution. To request this publication in an alternative format, please call 503.399.5192.

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.
- The Registrar does not include an "R" in computing your grade point average and does not count courses with an "R" grade in determining the total number of credit hours you have earned.
- If you repeat a course and receive a lower grade, both grades will remain on the transcript. An original grade of N, I, IB, IC, ID, or IF 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 _____ Student ID (KNUMBER) _____

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**

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**

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*