

## Student Grade Repeat Request Form

CLEAR

1. If you repeat a course and receive a higher grade, you may request that your **original** grade be changed to an "R" mark
2. Fill out the below form and turn it into the Enrollment Center in Building 2, Room 200 on the Salem campus with photo ID to request your grade be updated in your record
  - a. You may also email a completed and scanned copy of this form from your MyChemeketa email address to registrar@chemeketa.edu
3. Please note that both the original and repeated course must be taken through Chemeketa Community College to qualify for a grade change
4. **Both the original and repeated course must be equivalent courses**
5. If you repeat a course more than once, **only your original grade can be changed to an "R"**
  - a. If you repeat a course and receive a lower grade then both grades will remain on the transcript
  - b. **An original mark of "M," "X" or "W" or a grade of "I", "N", "NP", or "P" may not be changed by repeating the course**
6. Once a grade has been changed to an "R" it cannot be reversed
7. Some four year universities may treat the "R" mark differently when reviewing your Chemeketa transcript
  - a. It is recommended you speak with an advisor before requesting an "R" mark
8. If you are receiving **veteran's education benefits**, you should be aware that this may affect your benefits. Contact Veteran Services (Bldg 2, Rm 200, veterans@chemeketa.edu) before making the request.

Student ID (K#):           Date:   -   -

Name: \_\_\_\_\_  
Last, First, Middle

Address: \_\_\_\_\_  
Street, City, State Zip

Cell Phone with Area Code \_\_\_\_\_ Email: \_\_\_\_\_@my.chemeketa.edu

Course Subject & #: \_\_\_\_\_ Title: \_\_\_\_\_ Credits: \_\_\_\_\_  
(example MTH 095)

Original grade term: \_\_\_\_\_ Course repeat term: \_\_\_\_\_  
(example Fall 2014) (example Fall 2014)

Original grade of:  B  C  D  F to be changed to: **R**

Course Subject & #: \_\_\_\_\_ Title: \_\_\_\_\_ Credits: \_\_\_\_\_  
(example MTH 095)

Original grade term: \_\_\_\_\_ Course repeat term: \_\_\_\_\_  
(example Fall 2014) (example Fall 2014)

Original grade of:  B  C  D  F to be changed to: **R**

Student Signature: \_\_\_\_\_

### Office Use Only

I.D.  Address  Verified number of takes and original grade First Check: \_\_\_\_\_ Date: \_\_\_\_\_  
Grade(s) retained for course(s) above: \_\_\_\_\_ Second Check: \_\_\_\_\_ Date: \_\_\_\_\_