



# Repeat Course Notice Request

Courses may be repeated to improve the grade; however, credit is only applied once. Courses typically are not repeated more than twice in order to improve a grade (this is defined as two repeats in addition to the original enrollment). This limit may not apply to all pre-college level courses, which have course numbers below 100.

Please be advised that federal regulations limit the number of times a student may repeat a course and receive financial aid for that course. Students can only receive funding for one repeat of a previously passed course. Check with financial aid to see if a repeated course can be covered.

For more information, go to the SCC Catalog, Academic Regulations, and Grading: [www.shoreline.edu/catalog.html](http://www.shoreline.edu/catalog.html)

Please note that Enrollment Services processes all repeated courses after a term has been completed and grades have been posted.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student ctLink ID

I have retaken the course(s) listed below and would like the lower grade earned to be removed from the calculation of my GPA. I understand that the lower grade will remain on my transcript with a printed "R" beside the grade indicating a repeat, and that the lower grade will not be used in the calculation of my GPA. *Only decimal grades (including "V" grades) are used in calculating the GPA.*

\_\_\_\_\_  
Course ID and Name

\_\_\_\_\_  
Term (e/g Spring 2023)

\_\_\_\_\_  
Term (e/g Fall 2023)

\_\_\_\_\_  
Term (e/g Winter 2024)

\_\_\_\_\_  
Course ID and Name

\_\_\_\_\_  
Term (e/g Spring 2023)

\_\_\_\_\_  
Term (e/g Fall 2023)

\_\_\_\_\_  
Term (e/g Winter 2024)

\_\_\_\_\_  
Course ID and Name

\_\_\_\_\_  
Term (e/g Spring 2023)

\_\_\_\_\_  
Term (e/g Fall 2023)

\_\_\_\_\_  
Term (e/g Winter 2024)

\_\_\_\_\_  
Course ID and Name

\_\_\_\_\_  
Term (e/g Spring 2023)

\_\_\_\_\_  
Term (e/g Fall 2023)

\_\_\_\_\_  
Term (e/g Winter 2024)

Please return this form to Enrollment Services located on the 2nd floor of 5000/FOSS Building or send as an email attachment to [enrollmentservices@shoreline.edu](mailto:enrollmentservices@shoreline.edu)

For Office Use Only

Date Processed \_\_\_\_\_

Credentials Evaluator \_\_\_\_\_

Copy sent to FA \_\_\_\_\_

Copy Sent to VA \_\_\_\_\_