



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 ctcLink 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 \_\_\_\_\_

Staff \_\_\_\_\_

CGPA \_\_\_\_\_

Shoreline Community College is committed to nondiscrimination and to providing access and reasonable accommodation in its services, programs, and activities for individuals with disabilities. To request disability accommodation contact Student Accessibility Services, at least ten days in advance at: 206.546.4545, or e-mail at [sas@shoreline.edu](mailto:sas@shoreline.edu).