HIGHLINE COLLEGE
Registration & Records

_____
Last Name *(please print)*   First   MI   ctcLink ID #

Grade Repeat Application

Use this form to request removal of a repeated class from GPA Computation. The Grade Repeat option **cannot** be used once degree or certificate credentials are posted to your transcript.

Once requested, a class removed from your GPA calculation may not be reinstated, may not be used as prerequisites, and may not apply toward graduation requirements. Please consider carefully the impact of this decision on your cumulative GPA.

You may repeat a course taken at Highline in order to improve your GPA. Each grade received will appear on your transcript. Only your **highest grade** will be used in computing your GPA.

You will receive credit for each course only once. A course may not be repeated more than twice (taken no more than three times).

- Each grade received will remain on your transcript;
  the highest **grade received** will be used to compute your GPA.
- When transferring credits to other colleges, repeats may or may not be recognized.
- The repeat process does apply to grade symbols: "I", "N", "W", or "NC".

COURSE NAME & NUMBER	1ST QUARTER TAKEN	QUARTER AND YEAR REPEATED

SIGNATURE _____   DATE _____

SUBMIT THIS FORM AFTER YOU HAVE COMPLETED YOUR REPEAT CLASS