

# Repeated Course Notice

OFFICE OF THE REGISTRAR

Courses may be repeated to improve the grade, but credit is applied only once. In no circumstance will any course be 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 (numbered less than 100). For more information, go to the SCC Catalog, Academic Regulations, Grading [www.shoreline.edu/catalog.html](http://www.shoreline.edu/catalog.html)

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**Name:**

**Date:**

**SID:**

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:**

Quarters taken:

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Quarters taken:

You may also complete the form, print a copy and send to:  
Shoreline Community College - 16101 Greenwood Ave. N - Shoreline, WA 98133

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**OFFICE USE ONLY:**

DATE COMPLETED: \_\_\_\_\_ STAFF: \_\_\_\_\_ BEGIN GPA: : \_\_\_\_\_ END GPA : \_\_\_\_\_