

GRADE REPRESSION REQUEST

Student Name: _____ Student Identification Number: _____

Item #/Course Name: _____ Quarter/Year first taken: _____

***Please complete the form and attach an unofficial copy of your transcript before submitting.
Highlight the class you want repressed as well as the re-taken class.***

I request the lower grade for the quarter and year indicated above be removed from the calculation of my grade point average (GPA) reflected on my transcript. By signing below, I authorize the change on my official record and have read the information regarding grade repression.

GRADE REPRESSION

A class cannot be repressed more than once. The class must be taken at the same campus as the original enrollment. The class and grade being repressed will not calculate into the GPA. The repressed class will still appear on the transcript. Classes with grades W, I, S, and NC will not be repressed since these grades are excluded from GPA calculation.

REPEATING A COURSE

There are two situations in which a student may repeat a course. Both the initial course and repeated course must be taken at the same campus.

1. GPA improvement. A credit course may be taken no more than two times total. Upon successful completion of a repeated course, the student may submit a Grade Repression Request to the Registration Office to have the highest grade used in the GPA computation. Otherwise, the first grade and the repeat grade will be averaged. **NOTE:** *It is the student's responsibility to notify the Registration Office when the repeated course is completed.*

2. Multi-quarter continuous training courses use the same course number from quarter to quarter. In this situation credits earned are cumulative, and all grades are used to determine the GPA.

NOTE: *Students planning to transfer to four-year institutions should be aware that many four-year institutions have strict policies on course repeats. We recommend checking with the Advising Office before repeating a class to determine potential course transfer difficulties.*

Student Signature: _____ Date: _____

OFFICE USE ONLY – Staff Initials/Date Received: _____