

Please read the information below for the course repeat process at EvCC:

- **Submit this form for courses taken prior to Fall 2021.** If the courses were taken Fall 2021 and after, there is no need for this form as the repeat will automatically be processed.
- Courses may be repeated to improve a grade earned, but credit will be granted only once.
- Courses can be repeated **no more than twice** (1 original enrollment plus 2 repeats) and must be taken at EvCC.
- Students who have reached the limit will not be permitted to register again for the course without petitioning for prior approval from the Dean of the department for the particular course.
- **Do not** submit this form for courses with grades I, N, U, V, W or Y as these grades do not affect the GPA.
- Other colleges or universities may not accept a grade earned in a repeated course. If accepted, the grade may be treated differently in the GPA calculation.
- All grades earned will continue to appear on the student's permanent record and the highest grade earned will be used for GPA calculation at EvCC.
- Once the grades are posted to EvCC transcript, a notation will be placed next to the course with the lowest grade awarded (Repeat – Excluded) and by the course with highest grade awarded (Repeat – Included). We do not send notification when it has been completed. To check, view your unofficial transcript through your ctcLink account.
- Register for the same course to improve your grade and **submit this form to Enrollment Services** via email at registration@everettcc.edu or in-person at Parks Student Union, Room 201.
- Incomplete forms will be returned to the student. This form must be submitted **no later than one full academic year** after repeating the course.

 Questions? Email Registration@everettcc.edu or call 425-388-9219

Please complete the fields below fully before submitting.

Student Name _____ ctcLink ID Number _____

Course Repeated _____ Enrollment Services stamp and initial _____

 Everett Community College offers equal opportunity in education and employment. For more information, visit the Equal Opportunity and Title IX website: EverettCC.edu/EqualOpportunity

Form revised June 2024

Student Information

First Name _____ Middle Name _____

Last Name _____ ctcLink ID Number _____

Date of Birth _____ Email or Phone _____

Student's Signature _____ Date of Request _____

1	2	3	4
Course Number when you originally took the course (e.g. ENGL& 101)	Quarter and Year you took the course	Course Number of the course you wish to take now as a "Repeat"	Quarter and Year you are re-taking the course (current quarter)

Enrollment Services staff initial and date _____