Here are the procedures:

- **Repeat course no more than twice** to improve a grade earned (1 original enrollment plus 2 repeats).
- Credit is applied only once.
- Permission may be required to repeat a course, and/or requirements specific to an individual program of study may affect eligibility to repeat a course.
- Do not submit this form for course with grade I, N, U, V, W or Y (these grades do not affect the grade point average).
- Register for the same course in which the poor grade was received and submit this form at the time of registration. Submit the form in person in the Enrollment Services Office (Parks Student Union), by mail (2000 Tower Street, Everett, WA 98201), by fax (425-388-9173), or by email (registration@everettcc.edu).
- Other colleges and universities may not accept a grade earned in a repeated course. If accepted, the grade may be treated differently in the calculation of grade point average.
- Each grade received will appear on the student's permanent record, but only the highest grade awarded is used in computing the grade point average by EvCC.
- Request will be completed 1 week after grades have been posted to the transcript, and an "R" will be placed next to the original course. To check it's done, go online at www.everettcc.edu/myevcc and click on Unofficial Transcript.
- Only completed forms will be accepted. **This form MUST be submitted no later than one full academic year after repeating the course.**

Questions? Call 425-388-9357 or 425-388-9211.

Please fill out all following information:

Student Name _____   Student I.D. # _____

Class Repeated _____   Verified and stamped by E.S. staff (initial) _____

- -

Student Information

First Name_____Middle Name _____

Last Name_____Student I.D. number _____

Date of Birth _____Email or Phone _____

Student's Signature _____Date of Request _____

1	2	3	4
Course Number when you originally took the class (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_____