

HIGHLINE COMMUNITY COLLEGE REPEAT POLICY
Request to Delete Repeated Classes from GPA Calculation

_____/_____/_____
Last Name First Name MI SID Number

- Each grade received will remain on your transcript; but only the last grade awarded is used in computing your GPA.
- When transferring credits to other schools, repeats may or may not be recognized.
- The repeat process DOES NOT apply to grade symbols: I, NC, W, WI or NC.
- You must fill out separate forms for each quarter.
- **FORMS WILL NOT BE ACCEPTED UNTIL AFTER THE REPEATED QUARTER IS COMPLETED.**

You must fill out separate forms for each quarter.

<u>COURSE NAME & NUMBER</u>	<u>1ST QUARTER & YEAR TAKEN</u>	<u>QUARTER & YEAR REPEATED</u>
Example: WRIT 101	FALL 2001	FALL 2002
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURE

DATE

Processed by: _____

Date: _____

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