

## REPEAT ADJUSTMENT REQUEST

A student may repeat a WNC course and have only the highest grade counted as part of his/her total grade point average; all grades will remain on the student transcript. Students will not receive duplicate credit for repeated courses unless the course is designated as repeatable for credits.

Students may petition to repeat up to 12 credits at WNC with an adjustment to the previous grade(s). If approved, the original grade will be reflected as an "R" for repeat. The "R" will only be used as a replacement if the repeated course earns a grade higher than the grade originally earned. Repeat adjustment may not be applied to W or AD grades, and does not apply to courses repeated at institutions other than WNC.

A repeat adjustment request must be submitted to Admissions and Records no later than four weeks after the published date of posted final grades for the semester in which the course was repeated. If a student requests a repeat adjustment for a course that is designated as repeatable for credit, he/she will not receive additional credits for the repeated course.

I request that my permanent academic record reflect a repeat adjustment for the current "repeat course" policy.

*Please print:*

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
Last name First

Phone Number: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone Number

Course(s) repeat adjustment is requested for:

Course Prefix And Number	Semester/year Originally Completed	Original Grade	Semester/year Repeated	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_\_  
 Student Signature Date

For office use only:

Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Processed by \_\_\_\_\_ Date \_\_\_\_\_