Cañada College
Request to Repeat Course

"A student who has received a grade of D, F, or NC in a course taken at a college of the San Mateo County Community College District may, with authorization, repeat the course for purposes of grade alleviation. Under special, educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. The student must obtain prior written permission before such course repetition will be authorized. Normally, a student may repeat such a course only once. The student should petition the Academic Standards Committee for permission to repeat a course more than once. Grades awarded for courses repeated under this provision shall not be considered in calculating the student's grade point average and in no case will the unit value of the repeated course be counted more than once."

NOTE: Please complete a separate form for each course you wish to repeat.

STUDENT'S NAME: _____
Last First Middle

STUDENT ID # _____ **PHONE NO.:** (_____) _____

ADDRESS: _____
No. Street City Zip

I have taken _____ **during the semester(s) listed and received the grade(s) indicate:**
Course Name & No.

Semester	Final Grade	Semester	Final Grade
_____	_____	_____	_____

I request permission to repeat this course due to the special circumstances listed below. **(Please give full details.)**

_____ _____
Student's Signature **Date**

If applicable ATTACH COURSE AUTHORIZATION CODE NUMBER HERE▶ _____

* *

FOR OFFICE USE ONLY

☐ **Approved** ☐ **Denied** ☐ **Alternative** _____

_____ **Initials** **Date:** _____ **Comments:** _____