



# REPEAT CLASS FORGIVENESS

In the event that a student receives a non-passing grade for a course, the student may repeat that course for a passing grade (defined as 1.0 or higher). A course may be repeated no more than twice (defined as the initial enrollment plus two repeats).

Successful completion of the repeat class forgiveness process will change the non-passing grade on the transcript and the class will no longer be weighted in the GPA.

In the event that a student receives a passing grade (defined as a 1.0 or higher) and would like to repeat the course for a higher grade, they must receive permission prior to enrolling in the course. Please note that Financial Aid restrictions apply to repeating courses with passing grades. After completion of the second enrollment the course with the better grade will be weighted in the GPA even if the grade from the second attempt is lower than the original grade. In the event that a student does not obtain a minimum passing grade required by a specific course, the student may repeat the course without obtaining permission prior to enrolling the course.

### STUDENT INFORMATION:

ctcLink ID:

\_\_\_\_\_

DATE: \_\_\_\_\_

NAME \_\_\_\_\_

PROGRAM \_\_\_\_\_

SIGNATURE \_\_\_\_\_

### CLASS INFORMATION:

	ORIGINAL CLASS	FIRST REPEAT	FINAL REPEAT
YEAR/QUARTER TAKEN			
COURSE NUMBER			
COURSE NAME			
GRADE			

### Financial Aid Approval \_\_\_\_\_

\*\*\*Only required when repeating a class with an original grade of 1.0 or higher. Not required if original grade was 0.0.

Please complete this form and submit it to the Registration office at any campus or email [registration@batetech.edu](mailto:registration@batetech.edu).

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