

Courses may be repeated to improve the grade earned. Upon successful completion of a repeated course, use this form to request the highest grade be calculated into CBC's grade point average (GPA) for graduation purposes. This request will result in the lowest graded course(s) having a grade identifier of "R" posted next to the grade(s) in the official transcript. CBC's GPA will exclude any course that has a repeat identifier. Letter grades of "P,Z,W,WA and N" are not used in grade point calculations and will not be given the "R" grade identifier next to a repeated course.

Please note other institutions or programs to which an official transcript is sent may include repeated course grades in accordance with their own eligibility requirements for admission and/or graduation.

Today's Date (mm/dd/yy):

Student Name:

Student ID #:

Student Signature:

### First Class to be Repeated:

Course Name:

(Example: ENGL)

Course Number:

(Example: 101)

Quarter/Year:

Quarter/Year:

(Example: Fall 2005)

Grade:

Grade:

(Example: 1.0 or 0.0)

### Second Class to be Repeated:

Course Name:

(Example: ENGL)

Course Number:

(Example: 101)

Quarter/Year:

Quarter/Year:

(Example: Fall 2005)

Grade:

Grade:

(Example: 1.0 or 0.0)

### Third Class to be Repeated:

Course Name:

(Example: ENGL)

Course Number:

(Example: 101)

Quarter/Year:

Quarter/Year:

(Example: Fall 2005)

Grade:

Grade:

(Example: 1.0 or 0.0)

### Where to Submit:

**In Person**  
Hawk Central  
H Building  
Pasco Campus

OR

**Email**  
transcripts@columbiabasin.edu

OR

**Mail**  
ATTN: Student Records  
Columbia Basin College, MS-H4  
2600 N. 20th Ave.  
Pasco, WA 99301

*We are temporarily unable to accept this form 'In Person' while our campuses operate remotely. Please submit via other options listed.*