

Upon successful completion of a repeated course, a request may be submitted to calculate the highest grade into CBC's grade point average (GPA). If approved, this request will result in the lowest graded course(s) having a grade identifier of "R" posted next to the grade(s) on the transcript and that grade will be excluded from the GPA computation. Courses not eligible to repeat are those with letter grades (eg. P, Z, W, WA, N, I, Y) or courses utilized to complete a transcribed degree/certificate.

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.

Name: _____ Student ID: _____

Student Signature: _____ Date: _____

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)

Mail:

Student Records
Columbia Basin College
2600 N. 20th Avenue, MS-H4
Pasco, WA 99301

In Person:

Hawk Central
H Building
Pasco Campus

Email:

transcripts@columbiabasin.edu