

Admissions & Financial Aid Office
 PO Box 496006, Redding, CA 96049-6006
 Phone: (530) 242-2650

This form is intended for grade verification only to allow a student to register for the same course next semester. This form is **not** intended to permit course repetition more than allowable.* Students should present this form to their instructor. The completion of this form is not required if an instructor is unable to make a grade determination at this time. It is the student's responsibility to return this form to the Admissions and Records Office.

STUDENT INFORMATION - REQUIRED:		
Student ID#:	Date of Birth:	
First Name:	Last Name:	M.I.
Mailing Address:	Phone Number:	
E-mail address:		

Course number _____ Section Number _____

This student is not receiving a passing grade and should be permitted to retake it next semester.

 Instructor Name (please print) (Date)

 Instructor Signature

* Students who have received any combination of W, D, F, FW, NP, or NC in the same course for a total of three times may generally not repeat the course. A course in which a grade of "C" or better was received may generally not be repeated unless such repetition is provided for in the official course description or by District policy. Only under specific conditions can a course be repeated in which a satisfactory grade ("C" or better) was earned or when the course was taken three times. (Reference: Title 5: Sections 55000; 55023; 55040-55046; 58161)

Financial aid eligibility will be limited to one repeat. A second repetition of a passed course may not be included in the student's enrollment status for purposes of financial aid eligibility. Students who fail or withdraw from a course may repeat the course one time towards financial aid eligibility.