Repeat Option

Repeat Option Forms are kept on file for one semester. If the course is not completed or the student withdraws from class, this form must be refiled.

DATE _____

NAME _____
LAST FIRST M.I.

SOCIAL SECURITY NUMBER _____

<u>Repeating a Course</u>: A student may repeat a course for the purpose of improving a grade. The course must be repeated with the same grade option as the original enrollment in the course. The highest grade earned in a completed course shall constitute the official grade for the course and will be the only grade included within the cumulative GPA. Credit shall count only once for a KCTCS credential.

	Course	***Title***	***College***
1.			
2.			
3.			
4.			
5.			
6.			

STUDENT'S SIGNATURE _____

PLEASE RETURN COMPLETED AND SIGNED FORM TO THE RECORDS OFFICE, ROOM 203 OSWALD BUILDING (Cooper) or C-170 ONE STOP (Leestown).

Revised 07/05