



Request to Retake a Repeatable Course

Repeatable courses are courses that can be taken multiple times with the student gaining additional skills from each subsequent enrollment. These courses are identified in the course catalog as Repeatable. The number of hours for which a course can be repeated is designated in its course description. Students should pay particular attention to the number of hours that will count toward graduation.

Students wishing to retake a repeatable course for an attempted higher grade, rather than additional credit, must complete the following form and submit to the Registration Center prior to registering to retake the course.

Student Name: _____
ECC ID: _____
Course: _____
Section: _____
Semester: _____

- I understand that I am requesting this course be designated as a retake and will not result in additional credit. I understand that only the higher grade will be used to compute my grade point average at ECC and that all attempted courses, completed or not, will appear on my official ECC transcript along with a summary of the retake policy.

- I also understand that not all institutions honor ECC's course retake policy and that it is my responsibility to understand the transfer policies of any institutions to which I might transfer.

Student Signature

Date