CERRITOS COLLEGE
COURSE REPETITION

This form is to be used when a student has attempted a course at Cerritos College only once and earned a grade of D, F, or FW and has since repeated the equivalent course at another college and earned a grade of "C" or better.

SECTION I: STUDENT INFORMATION

Name: _____ Student ID: _____
Last Name First Name M.

Email Address: _____

SECTION II: COURSE REPETITION

Upon completion of a repeated course at another college, the grade and credit from Cerritos College will be excluded from the GPA calculation, but will remain on the student's permanent record. College repeat rules will apply and may affect this request.

Course Attempted at Cerritos College (Example: COMM 100)	Course Repeated at External Institution (Example: COMM 103)	Name of External Institution ***Official Transcripts Must be Submitted to Cerritos College** (Example: Long Beach City College)

By signing this form, you acknowledge that official transcripts have been submitted to Cerritos College supporting the request above. Official transcripts can be emailed to admissions-info@cerritos.edu or mailed to Cerritos College, Att: Admissions and Records, 11110 Alondra Blvd, Norwalk CA, 90650.

Student Signature: _____ **Date:** _____

Submit the completed form as a PDF attachment to admissions-info@cerritos.edu.

Cerritos College A&R Office Use Only

Term Processed: _____ Date: _____

Revised 04/29/2021