

REPEAT OPTION

*Big Sandy Community & Technical College
Admissions & Records Offices*

Mayo Campus
513 Third Street
Paintsville, KY 41240

Pikeville Campus
120 Riverfill Drive
Pikeville, KY 41501

Prestonsburg Campus
One Bert T. Combs Drive
Prestonsburg, KY 41653

ID# or SS# _____ Name _____

Mailing Address _____

City _____ State _____ Zip _____

Repeat Registration in a Course – 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 only be counted once for a KCTCS credential. **After a student has unsuccessfully completed the same course twice, a Associate Dean or Program Coordinator in consultation with the instructor must approve a third registration in the same course.** NOTE: The following grades cannot be removed by Repeat Option: W, I, Z, MP. The Repeat Option can only be applied to courses taken in the Kentucky Community & Technical College System (KCTCS).

PeopleSoft Number	Course Number	Course Department	Course Title	Number of Times Course Taken	Semester Being Repeated	Semester Repeat Completed

Student's Signature

Date

Associate Dean/Instructor

<p>OFFICE USE ONLY</p> <p>Academic Record Updated on: _____</p> <p>By: _____ Note(s): _____</p>
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