



# Course Repetition Request

Fill out this form to repeat courses you previously completed or from which you withdrew. The final course grade must be posted before a request may be filed. After your registration appointment begins, submit this form with an Add/Drop Card to Admissions & Records. **Review course repetition policies at [www.lbcc.edu/Admissions/repetition.cfm](http://www.lbcc.edu/Admissions/repetition.cfm).**

## STUDENT INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>MI</i>	<i>Student ID#</i>
<i>Phone Number</i>		<i>Email Address</i>	

## REPEAT REASON

Courses cannot be taken more than once **except** in the following circumstances:

- Earned a substandard grade of D, F, NC, or NP
- Received a grade of W
- Received a passing grade more than three (3) years ago but your program of study requires a more recent completion; **Documentation is required**
- Legally-mandated training requirement as a condition of continued employment; **Official legal documentation is required**
- Catalog Renumbering Issue: Enrolling in a related but separate course, due to changes in course repeatability; For example SUBJ 1AD is now SUBJ 1, SUBJ 2, SUBJ 3, and SUBJ 4

## COURSE HISTORY

List the previous enrollments of the courses you intend to repeat.

Course Subjects & Numbers	Semesters & Years	Grades Earned	For District Use Only	
			Approved (Y/N)	If Y: Code Used
				_PETY _PE3T _RPAL _LMAN _INCL
				_PETY _PE3T _RPAL _LMAN _INCL
				_PETY _PE3T _RPAL _LMAN _INCL
				_PETY _PE3T _RPAL _LMAN _INCL

**I declare under penalty of perjury that all information on this form is true and correct.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For District Use Only	
Staff Signature:	Received On: