



COURSE REPEAT APPLICATION

Deliver completed form to: Records & Registration Office – Enrollment Services Center
Questions: 804-862-6238

Students are limited to three graded attempts in the same course for possible adjustment of the cumulative grade point average. This form is to be used for the *fourth attempt* and must be approved by the Director of Academics. All courses and grades will appear on the student's transcript. Richard Bland College adjusts the cumulative grade point average for successful repeats; however, other institutions may compute the grade point average using the grades of all courses attempted. Students should consult the current college catalog for more information concerning repeats.

This form must be submitted to the Records & Registration Office no later than the end of the first week of classes.

Name _____ Upcoming Semester _____

Student "R" Number _____

Student Signature _____ Date _____

COURSE TO BE REPEATED _____ (Ex. ENGL 101)

Below, please list ***each time*** this course has been attempted and the result.

Semester/Term: _____ Grade: _____

Semester/Term: _____ Grade: _____

Semester/Term: _____ Grade: _____

Semester/Term: _____ Grade: _____

Semester/Term: _____ Grade: _____

Semester/Term: _____ Grade: _____

Semester/Term: _____ Grade: _____

UPCOMING COURSE INFORMATION:

Course Subject (Ex. ENGL)	Number (Ex.101)	Section (Ex. 02)	CRN # (Ex. 90123)

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Approved _____ Denied _____

Dr. Tiffany Birdsong, Director of Academics

Comments: _____

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Procedure completed _____

Records & Registration Certification

Date