



Registrar

Petition to Repeat a Class

2500 E. Nutwood Ave.
Fullerton, CA 92831 USA
(714) 879-3901
FAX (714) 681-7230

Name _____ ID# _____ Date _____

I am requesting that I be allowed to repeat the following course:

_____	_____	_____	_____
<i>Course number</i>	<i>Course Title</i>	<i>Term & Year Originally Taken</i>	<i>Original Grade</i>

I plan to re-take this course during the _____
Term & Year

Previous HIU courses taken on a Repeated course basis:

Course #	Course Title	Term & Year
_____	_____	_____
_____	_____	_____

Financial Aid Office _____ Date: _____

Approved Disapproved: College Dean _____ Date: _____

POLICIES CONCERNING REPETITION OF CLASSES:

1. A student may repeat courses in which grades of "D" or "F" have been assigned up to a maximum of 9 units.
2. In order for a grade to be replaced, the course must be taken at HIU.
3. The higher grade replaces the lower grade for computing GPA only. Both grades remain recorded on the transcript.
4. If the exact course to be repeated is not currently offered and will not be offered within the next calendar year, another similar course can be considered for substitution upon approval by the Academic Dean.
5. Students in graduate programs may also repeat a course in which a grade of "C" has been earned.

Student's Signature

Date

REGISTRAR'S OFFICE CERTIFICATION: The above course has been repeated and the student's grade point average has been changed. [Grade Change procedures followed with "D" or "F" indicated for original grade.]

Date _____ By _____