REQUEST TO UPDATE GPA/COURSE HISTORY FOR REPEATED COURSE

Records Office
(805) 546-3955
www.cuesta.edu

Students who received a substandard grade (less than C grade or 2.0 GPA) in a class must repeat the class for a letter grade (A, B, C…) to alleviate the original grade. Pass/No Pass grading is **not** permitted.

- The letter grade you receive in this repeat process will appear on your Cuesta College transcripts; the last credits and letter grade received will be used in the calculation of your Cuesta College GPA. When course repetition occurs, the permanent record shall be annotated and all grades remain on your academic transcripts.
- When a substandard grade was recorded at Cuesta, an equivalent course may subsequently completed at another accredited college or university under the conditions stated above. **Students must submit a copy of the course outline or catalog description to confirm course equivalency.** This request and official transcript are required for processing.
- Allow 2 weeks processing for previously repeated courses and those repeated at other institutions.

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STUDENT IDENTIFICATION NUMBER — LAST NAME — FIRST NAME — M.I.

_____ _____

PHONE NUMBER — EMAIL ADDRESS

SUBJECT/ NUMBER	TERM/YEAR 1st ENROLLED	GRADE ISSUED	*TERM/YEAR REPEATED*	*REPEATED GRADE RECEIVED*	LIST SCHOOL IF COURSE NOT REPEATED AT CUESTA
	☐ Fall ☐ Spring ☐ Summer Year: _____		☐ Fall ☐ Spring ☐ Summer Year: _____		
	☐ Fall ☐ Spring ☐ Summer Year: _____		☐ Fall ☐ Spring ☐ Summer Year: _____		
	☐ Fall ☐ Spring ☐ Summer Year: _____		☐ Fall ☐ Spring ☐ Summer Year: _____		

STUDENT'S SIGNATURE: _____

FOR OFFICE USE ONLY: Processed by: _____ ***Date:*** _____