



Request to Retake Course with a C or Better Grade

Completed petitions must be submitted to the Office of the Registrar by the first day of classes for the session in which approval is sought.

Allow at least 10 business days for processing.

Student Name _____ SFID# _____

Phone Number _____

Course for which you are requesting permission to retake:

Course Number _____ Section Number _____ Term _____

Per Florida Statute 1009.285 and Florida Administrative Code 6A-14.0301 repeat enrollment in courses in which a grade of C or above has been earned is **prohibited**. Occasionally, under very special circumstances, repeat permission is granted. **Examples are:** A need for teacher recertification, specifications of a regulatory agency, licensure, program requirement or credit earned through examination, i.e. AP scores.

The initial grade and the subsequent grade will appear on the transcript, but only the first grade is included in the GPA with credit earned. The second attempt will not count as attempted/earned credit, will not be included in the GPA, and the Forgiveness Rule will not apply. Registration for such a course without approval will be cancelled, the course dropped, and fees refunded. **Retaking a course may impact financial aid, including Bright Futures.**

Along with the completed form, the following documentation must be included:

- Current transcript (unofficial)
- Typed statement explaining reason for request and educational objective
- Additional documentation in support of retake

Missing information or documentation will result in a longer waiting period or possible denial.

I have read and understand the restrictions on repeating a course with a grade of C or Better.

Student Signature

Date

Submit request via email to: attempts@sfcollege.edu or in person at the Office of the Registrar, Northwest Campus, Building R, room 112.

OFFICE USE ONLY

___ Approved ___ Denied

Signature _____

Date _____

Comments: _____