

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 NameSFID#		
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 GPA with credit earned. The secon included in the GPA, and the Forgiveness	nd attempt will not cour s Rule will not apply. Regi	nscript, but only the first grade is included in at as attempted/earned credit, will not be istration for such a course without approval taking a course may impact financial aid,
 Along with the completed form, the following Current transcript (unofficial) Typed statement explaining reason Additional documentation in support Missing information or documentation in support	n for request and educatio ort of retake	nal objective
☐ 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		
ApprovedDenied		
Comments:		

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public. Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to SF's Equity Officer and Title IX Coordinator, 3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606, 352-395-5950, equity.officer@sfcollege.edu. REV. 08/2019