

REPEAT COURSE NOTIFICATION

Lake Land College Admissions & Records
5001 Lake Land Blvd, Mattoon, IL 61938-9366
Fax: 217-234-5390 Office: 217-234-5311
admissions@lakelandcollege.edu



NAME: LAST	FIRST	MIDDLE/PREVIOUS	DATE OF BIRTH
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CURRENT ADDRESS	LAKE LAND STUDENT ID NUMBER
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CITY	STATE	ZIP CODE	TELEPHONE	EMAIL
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CATALOG # _____ COURSE TITLE _____

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I understand that the last grade earned will be used in computing my grade point average. The repeat notification form must be completed and returned to the Office of Admissions and Records to insure the repeat will be noted on the transcript.

If the course(s) can be taken multiple times with the student gaining additional skills from each enrollment then it is considered a repeatable course. Students taking a repeatable course for a higher grade and not additional credit should be aware that (**only grades of F**) will be considered for repeat. They will be designated as a repeat on the student’s transcript. If the student wishes to repeat other grades for repeatable courses they need to follow the rules for repeatable courses.

Students transferring to another college or university should check with that institution to understand their repeat policies.

STUDENT’S SIGNATURE	DATE
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Date Posted _____