



COURSE REPETITION: SPECIAL CIRCUMSTANCES **Transferred Courses**

This form may be submitted in person, by the student to the Admissions & Records office, or by email to: transcripts@hancockcollege.edu

please print using a blue or black pen

_____ H _____
Last Name First Name AHC Student ID Number

I wish to repeat _____ during _____ (semester/year).

I previously took this course _____ (semester/year) and earned a grade of _____ .
at: _____ (Name of College or University)

I understand that I must meet current course prerequisites for the above course and that Federal Financial aid regulations do not alleviate units or grade points removed through course repetition.

_____ _____ _____
Student Signature Date 10 digit phone number

Repetition of courses in which a student has received an A, B, C, CR or P grade is permitted only once upon petition of the student. This permission will be granted if the student meets the current course prerequisite(s), AND if one of the following special circumstances is deemed to have existed to justify such repetition:

1. **A period of at least 36 months has elapsed** (from when the original grade was awarded);
2. **The subject matter of the course has changed** because of changing technology or principles;
3. The course was taken for credit/pass and the student now needs a letter grade because the course is in his or her major;
4. **The student's previous grade is, at least in part, the result of extenuating circumstances.**
Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student as evaluated by the instructor and the Dean, Academic Affairs.

The Admissions & Records office has verified that one or more of the conditions apply and the course does NOT have allowable repetition **and that the above course has been evaluated and an official transcript is on file from the above college or university:**

_____ _____
****Signature, Director, Admissions & Records or designee** **Date**

Admissions & Records Office use only:		
Date Repetition Permission Entered: _____	Course Repetition Processed (initial after term is over): _____	Initials _____

Registration Staff: After the permission is entered, please return the completed form to MQM in the Admissions office.