# Re-Enrollment Request for Course in Progress

**Projected Grades of D, F, or NP Only**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID #</th>
<th>Date</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>E-mail:</td>
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## Step 1: Obtain Letter from Instructor of Course in Progress

Before submitting this form to General Counseling or Special Programs, please attach a letter on official Chabot College letterhead from the instructor of the course in progress that includes the following information:

- Your name
- Your W Number
- Course name and number
- Expected final grade of D, F, or NP
- Instructor name, email, and phone number

## Step 2: Request Re-Enrollment (Bring Form and Letter to General Counseling or Special Programs)

I wish to repeat ____________________________

Course Name and Number

during the following Semester/Year: ____________________________

Summer, Fall, or Spring/Year

## Step 3: Bring Approved Form to Admissions and Records to Re-Enroll in Person

**Office Use Only:**

- Counselor has reviewed attached letter and confirmed student will not exceed three course limit.
- Student’s re-enrollment request is:
  - [ ] Approved
  - [ ] Denied

**Rationale:**

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<tr>
<th>Counselor’s Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Counselor’s Name (please print)</td>
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Reviewed/Processed by (A&R Staff):

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<th>Date:</th>
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Action taken: