Print Form

OFFICE USE ONLY

Intake Clerk: _____

REMOVAL OF SUBSTANDARD GRADE PETITION

Office of Admissions and Records

Name: _____
Last **First**

Address: _____
Number **Street**

_____
City **State** **Zip**

Student ID #: _____

Date of Birth: _____

E-Mail: _____

Contact Number: _____

Directions: Upon completion of a repeated course (previous substandard grade "D" "F" "NCR"), a student should complete this form and submit it directly to Admissions. The highest grade earned will be computed in the cumulative grade-point-average and will be so annotated on the student's academic record. Previous substandard grade(s) will be removed from cumulative grade point average and cumulative total units. Courses completed by Credit by Exam, may not be used to remove a substandard grade. This policy is adopted for use for courses in the Los Angeles Community College District only. Petitions will be processed and posted on student record within 10 working days.

Course Name & Number: _____

Semester/Year First Taken: _____ **Semester/Year Repeated:**_____

Grade: _____ **Grade:**_____

Section No: _____ **Section No:** _____

Course Name & Number: _____

Semester/Year First Taken: _____ **Semester/Year Repeated:**_____

Grade: _____ **Grade:**_____

Section No: _____ **Section No:** _____

Course Name & Number: _____

Semester/Year First Taken: _____ **Semester/Year Repeated:**_____

Grade: _____ **Grade:**_____

Section No: _____ **Section No:** _____

SIGN

Student Signature _____ **Date**_____

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Processed by: _____ **Date:** _____

Revised 9/2008- Office of Admissions