



## COURSE REPETITION/LINEOUT

*Office of Admissions and Records*

|                                        |                              |
|----------------------------------------|------------------------------|
| <b>Name:</b> _____<br>Last First       | <b>Student ID #:</b> _____   |
| <b>Address:</b> _____<br>Number Street | <b>Date of Birth:</b> _____  |
| _____                                  | <b>E-Mail:</b> _____         |
| City State Zip                         | <b>Contact Number:</b> _____ |

**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.

**Course Name & Number:** \_\_\_\_\_

**Semester/Year First Taken:** \_\_\_\_\_ **Semester/Year Repeated:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Course Name & Number:** \_\_\_\_\_

**Semester/Year First Taken:** \_\_\_\_\_ **Semester/Year Repeated:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Course Name & Number:** \_\_\_\_\_

**Semester/Year First Taken:** \_\_\_\_\_ **Semester/Year Repeated:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### OFFICE USE ONLY

**Processed by:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_