



REMOVAL OF SUBSTANDARD GRADE PETITION

Office of Admissions and Records

OFFICE USE ONLY

Intake Clerk: _____

Name: _____

Last

First

Student ID #: _____

Address: _____

Number

Street

Date of Birth: _____

E-Mail: _____

City

State

Zip

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: _____

Student Signature _____

Date _____

OFFICE USE ONLY

Processed by: _____ Date: _____