



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:** _____