

REQUEST FOR REVIEW OF STUDENT RECORD

Last Name	First Name	Student ID Number

Maiden/different name used	Date of Birth

Please review/adjust my records for the item(s) checked below:

- ☐ **A.** I have repeated a course. Please remove the original grade from my overall grade point average.

Directions: Upon completion of a repeated course (previous substandard grade "D" or "F"), 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 of 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: _____

- ☐ **B.** I received a grade of "Incomplete" in the course listed below. I do not intend to make up the Incomplete and request that the default grade be assigned immediately. I wish to waive the one-year make-up period.

Course Name & Number: _____ Semester/Year Taken: _____

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Processed by: _____ Date: _____