



# REMOVAL OF SUBSTANDARD GRADE PETITION

Office of Admissions and Records

**OFFICE USE ONLY**  
Intake Clerk: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_  
Last First  
**Address:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**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** \_\_\_\_\_

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**Processed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_