Orange Coast College

Student Records 2701 Fairview Rd P O Box 5005 Costa Mesa Ca 92628-5005

Petition to Exclude a Sub-standard Grade

I have repeated a course in which I previously received a 'D', 'F', NP/NC\* at Orange Coast College and request an evaluation of equivalency to line out the original grade and have my grade point average (GPA) adjusted accordingly on my OCC transcript. I understand that this request will be approved only if the course (1) was taken at a regionally accredited college or university and (2) is determined to be equivalent by the OCC Graduation Office. Note: \*NP/NC does not count in either the GPA calculation or re-calculation.

## PLEASE READ CAREFULLY BEFORE SUBMITTING THIS REQUEST:

- 1. Student petitioners are strongly advised to determine in advance the equivalency of any courses to be taken at other colleges or universities, including the accreditation status of the institution, by contacting the OCC Graduation Office prior to repeating the course.
- 2. If you are currently enrolled in this class, please wait until your final grade has been posted to submit this form.
- 3. If coursework was repeated at a college or university other than OCC, you must first submit an official transcript to OCC prior to submitting this petition.
- 4. A "W" is ineligible for grade line-out and always remains on your transcript.
- 5. Please allow 5-10 business days for processing.

D	ATE		STUDENT	STUDENT IDENTIFICATION NUMBER			
LA	AST NAME FIRST NAME				MI		
ST	TUDENT EM	AIL ADDRES	S		PHONE NUMBER (##	#) ###-####	
	FIRST TIME COURSE WAS TAKEN: (must have been taken at OCC)						
	Course Name & Number (ex. MATH 010)				Semester & Year (ex. Fall 2005)		
	SECOND TIME COURSE WAS TAKEN:						
	Course Name & Number (ex. MATH 010)				Semester & Year (ex. Fall 2005)		
	Please indicate the college or university where you repeated this course:						
	OCC	GWC	CCC	Other			
)6/07	For office use	e only: MMO	transcript evalu	ation	_ Date Received	Initials	