Fullerton College – Admissions and Records Office
321 E. Chapman Avenue, Fullerton, CA 92832-2095 Tel: 1-714-905-5162

Office use only:
Date: _____
Accepted by: _____

COURSE REPEAT ADJUSTMENT REQUEST

Request to Exclude "D," "F," "NC", or "NP" Grades

PLEASE PRINT:

Name: _____ Student ID#: _____
Last First Middle

Street: _____ Apt# _____ Phone#: _____

City: _____ State: _____ Zip Code: _____

This request will be accepted by the Records Office if you received a substandard grade at Fullerton College and have subsequently repeated the course(s). If the course(s) have been repeated at another college, an official transcript from that college **must be on file <u>before</u>** this petition can be processed.

When repeating a course with a substandard grade and submitting a Course Repeat Adjustment Request, the last grade earned will count toward the grade point average and previous grade(s) will be discounted or forgiven. Only the first two substandard grades per course can be discounted via this petition. For additional information refer to the Course Repetition section of the college catalog.

I have received a D, F, NC, or NP at Fullerton College in the following course(s):

COURSE NUMBER AND TITLE	UNITS	GRADE	SEMESTER	YEAR

I have repeated the above course(s) and request that the previous grade(s) be excluded from my grade point average:

COURSE NUMBER AND TITLE	UNITS	GRADE	SEMESTER	YEAR	COLLEGE

I understand that the previous grade(s) will remain on my transcript, and the exclusion of that grade is to be reflected in my cumulative grade point average. I understand further that the college to which I plan to transfer may not accept my cumulative grade point average as affected by this petition.

X _____
Student's Signature

Transcript Corrected On:_____ By:_____