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.

_____   _____

DATE   STUDENT IDENTIFICATION NUMBER

_____

LAST NAME   FIRST NAME   MI

_____

STUDENT EMAIL ADDRESS   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_____

For office use only: MMO transcript evaluation_____ Date Received_____ Initials_____