# Orange Coast College

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

## Petition to Exclude a Sub-standard Grade from GPA Calculation

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 exclude the original grade and have my grade point average (GPA) adjusted accordingly on my OCC transcript. **Once the grade is excluded from my GPA an E will show to the far right of the course on my 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 (i.e. exact same course) by the OCC Graduation Office. Note: *NP/NC does not count in either the GPA calculation or re-calculation.

## PLEASE READ 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. The same course must be repeated for grade exclusion.**
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, GWC, and CCC you must first submit an official transcript to OCC prior to submitting this petition.
4. **A "W" is ineligible for grade exclusion and always remains on your transcript.**
5. Please allow 5-10 business days for processing, then check for the **E** on your unofficial transcript on MyOCC.

_____ _____

DATE STUDENT ID# (please print neatly)

_____

LAST NAME (Please print neatly) 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

**06/07 For office use only: MMO transcript evaluation_____ Date Received_____ Initials_____**