

Substandard Grade Repeat Notification



Student ID: _____ **Name:** _____

Contact Phone Number (for this request): _____

Purpose: This form is used to improve your grade point average (GPA) by discounting substandard (D, F, or NP) grades in courses you have already repeated that are not already discounted due to course repetition.

Where to Submit Form: Please complete the form below and submit to the college Admissions & Records office.

What to Expect: Your notification will be reviewed within 5 business days. Upon approval, your college transcript will show that repeated units and grades have been discounted but substandard grades will remain visible on your transcript as required by state regulations. Discounting only applies to credit taken within Los Rios and official transcripts of attempts listed below from outside colleges or universities are required to be on file. You will be notified of the outcome via your preferred email address in your student record.

I have repeated the following courses, please discount my prior substandard attempt based on my most recent attempt:

	Attempt	Course (e.g., ACCT 101)	College	Term (e.g., Fall)	Year	Office Use Only
Course 1	Attempt to be Discounted					<input type="checkbox"/> Approved <input type="checkbox"/> Denied
	Most Recent Attempt					
Course 2	Attempt to be Discounted					<input type="checkbox"/> Approved <input type="checkbox"/> Denied
	Most Recent Attempt					
Course 3	Attempt to be Discounted					<input type="checkbox"/> Approved <input type="checkbox"/> Denied
	Most Recent Attempt					
Course 4	Attempt to be Discounted					<input type="checkbox"/> Approved <input type="checkbox"/> Denied
	Most Recent Attempt					

Student Signature: _____ **Date:** _____

OFFICE USE ONLY

Processed by: _____ **Date:** _____

Comments: