



# Automatic Repeat Petition

Office of Admissions and Records

Name: _____		Student ID#: _____
Last	First	
Address: _____		Date of Birth: _____
Number	Street	
City _____		Email: _____
State	Zip	
		Contact Number: _____

**Directions:** Upon Completion of a repeated course (previous substandard grade "D" "F") a student should complete this form and submit it directly to Admissions. The highest grade earned will be computed in the cumulative grade point average and will be so annotated on the student's academic record. Previous substandard grade(s) will be removed from cumulative grade point average and cumulative total units. Your academic record shall be annotated in such manner that all work remains legible. Courses completed by Credit by Exam, may not be used to remove a substandard grade. This policy is adopted for use for courses in Los Angeles Community College District only. Petitions will be processed and posted on student record within 10 working days

Course Name & Number: \_\_\_\_\_

Semester/Year First Taken: \_\_\_\_\_ Semester/Year Repeated: \_\_\_\_\_

Grade: \_\_\_\_\_ Grade: \_\_\_\_\_

Section No: \_\_\_\_\_ Section No: \_\_\_\_\_

Course Name & Number: \_\_\_\_\_

Semester/Year First Taken: \_\_\_\_\_ Semester/Year Repeated: \_\_\_\_\_

Grade: \_\_\_\_\_ Grade: \_\_\_\_\_

Section No: \_\_\_\_\_ Section No: \_\_\_\_\_

Course Name & Number: \_\_\_\_\_

Semester/Year First Taken: \_\_\_\_\_ Semester/Year Repeated: \_\_\_\_\_

Grade: \_\_\_\_\_ Grade: \_\_\_\_\_

Section No: \_\_\_\_\_ Section No: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_