

Date Received _____

Initials _____

SUBSTANDARD GRADE REPEAT FORM

Name _____
Last First Middle

Student ID# _____

Birthdate _____
Month Day Year

Phone Number _____
Day Time Number

A student may repeat, ***one time only***, a course taken at an accredited college for which a substandard grade (D, F, or NC/NP) was received. **The grade a student earns in the second or last enrollment is used exclusively in determining grade points earned for that particular course.** All work on the student's permanent record will remain legible, ensuring a true and complete academic history.

Please Complete The Information Below

Course Name	Units	Previous Grade	Previous Semester/Year	<u>REPEATED</u> Semester/Year

Check here if you are repeating a course taken at another college. Official transcripts from that college must be on file at American River College to complete your request.

Name of Other College _____

Please return this form to the Enrollment Services Office before the deadline