

American River College  
Enrollment Services Office

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**