



## Repeated Course Grade Petition

If you are currently enrolled in this class, please wait until your final grade has been posted to submit this form.

**Please Print:**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Phone # \_\_\_\_\_

I have repeated a course in which I previously received a 'D', 'F' or 'NC' at Golden West College and would like to have the original grade lined out and the computation of my grade point average (GPA) adjusted accordingly.

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

### COURSE REPEATED

Do not submit this form to line out a 'W' – A 'W' will always remain on your transcript

\_\_\_\_\_   
Course Name & Number (ex. Biol. 100)

**COURSE FIRST TAKEN AT GWC** \_\_\_\_\_   
Semester / Year

**COURSE WAS REPEATED** \_\_\_\_\_   
Semester / Year

**COLLEGE COURSE WAS REPEATED AT:**(Please circle one)

GWC OCC CCC

Other \_\_\_\_\_   
(please specify)

For repeated courses taken outside of Golden West College (or Orange Coast College, or Coastline Community College) students must include official transcripts and copies of catalog descriptions and/or course outlines from colleges or universities where courses were repeated. The student's academic transcript shall then be annotated reflecting exclusion of the previously recorded course work with the substandard grade for purposes of grade point calculation and for all considerations associated with the awarding of certificates and degrees.

**Mail to:** Golden West College  
Records Office  
15744 Goldenwest Street  
PO Box 2748  
Huntington Beach CA 92647