ZLACC Los Angeles City College

AUTOMATIC REPEAT PETITION
Office of Admissions and Records

Name _____ Student ID# _____
      Last   First

Address _____ Date of Birth _____
      Number   Street

_____ Email _____
City   State   Zip

Contact Number _____

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

Course Name and Number _____

Semester / Year First Taken _____ Semester / Year Repeated _____

    Grade _____ Grade _____

    Section No _____ Section No _____

Course Name and Number _____

Semester / Year First Taken _____ Semester / Year Repeated _____

    Grade _____ Grade _____

    Section No _____ Section No _____

Course Name and Number _____

Semester / Year First Taken _____ Semester / Year Repeated _____

    Grade _____ Grade _____

    Section No _____ Section No _____

Student's Signature _____ **Date** _____

OFFICE USE ONLY

Processed By _____ Date _____