

Student ID Number: _____

Last Name: _____ First Name: _____

Course Title: _____ Course Number: _____

Term and Year Course was First Taken: _____ Grade Received: _____

Term and Year Course was Repeated: _____ Grade Received: _____

Course repeated at another college

College Name: _____

Official transcripts for the above named college must be on file, if not, please submit with this petition.

Student Signature

Date

Citrus College Repetition and Grade Alleviation Policy

Grade alleviation is very complex. Generally, only a subsequent grade may alleviate a previously earned grade. In most instances, a student may repeat a course at another accredited college to alleviate a substandard grade earned at Citrus College, except that not more than two substandard grades maybe disregarded in one course. When a grade is alleviated, the permanent academic record shall be annotated in a manner that all work remains legible, ensuring a true and complete academic history. Additionally, a student may also alleviate earlier coursework through the academic renewal process.

For additional information, please consult Administrative Policy (AP) 4225 Course Repetition, AP 4227 Repeatable Course, AP 4228 Course Repetition – Significant Lapse of Time, AP 4229 Course Repetition – Variable Units, and AP 4240 Academic Renewal.

FOR OFFICE USE ONLY

Petition received by: _____ Date received: _____

Grade received on first enrollment: _____

Grade received on second enrollment: _____

Permanent record corrected by: _____ Date: _____