



# Coastline College - Military

## Request to exempt a "D" or "F" Grade

This form is required for students who have repeated a course prior to Spring 2008 who would like to have a previous course exempted from their GPA calculation. Students repeating a course after Spring 2008 do not need to complete this form; the previous course will automatically be exempted at the end of each semester.

I have repeated a course in which I previously received a "D" or "F" at Coastline Community College or a regionally accredited institution and request to exempt the original grade and have my most recent grade adjusted towards my grade point average (GPA) accordingly. I understand that this request will be approved only if the course (1) was taken at a regionally accredited college or university and (2) is determined to be equivalent by the Military Department.

**NOTE:** It is important to understand that **all coursework will remain legible** on your permanent record (transcripts), ensuring a true and complete academic history. However, permanent records will be annotated that it is readily evident to all users of the records that the units, even if satisfactory, are to be disregarded.

### PLEASE READ CAREFULLY BEFORE SUBMITTING THIS REQUEST:

1. Student petitioners are strongly advised to determine in advance the equivalency of any courses to be taken at other colleges or universities, including the accreditation status of the institution.
2. If you are currently enrolled in this class, please wait until your final grade has been posted to submit this form.
3. If coursework was repeated at a college or university, you must first submit an official transcript to Coastline prior to submitting this petition.
4. A "W" is ineligible for grade line-out and always remains on your transcript.
5. Please allow 5-10 business days for processing.

Date	Student ID#	
First Name	MI	Last Name
E-mail Address	Phone Number (###) ###-####	

✓ **Indicate College Institution, Course Name & Number and Year the "D" or "F" grade you would like excluded from your GPA:**

Name of College Institution: \_\_\_\_\_  
 (Note: Official transcripts must be on file; Coastline College transcript is not required)

\_\_\_\_\_ Semester & Year (ex. fall 2005)  
 Course Name & Number (ex. MATH C010)

✓ **Indicate College Institution, Course Name & Number and Year the course was repeated:**

Name of College Institution: \_\_\_\_\_  
 (Note: Official transcripts must be on file; Coastline College transcript is not required)

\_\_\_\_\_ Semester & Year (ex. fall 2005)  
 Course Name & Number (ex. MATH C010)

Please complete and submit this form to: Coastline Community College, Military Services, 11460 Warner Ave. Fountain Valley, CA 92708 or Fax to (714) 241-6193 or scan & e-mail to [soc@coastline.edu](mailto:soc@coastline.edu).

**For office use only**

Date: \_\_\_\_\_  
 Posted by: \_\_\_\_\_