



# Coastline Community College

Military & Corporate Programs

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## Petition to Exclude a "D", "F" or "NP" Grade

### GUIDELINES:

1. If you are currently enrolled in this class, please wait until your final grade has been posted to submit this form.
2. Students who have received a "D", "F" or "NP" in a course taken at Coastline Community College, may petition to have the grade "excluded" from their grade point average (GPA).
3. The course must be successfully passed with a grade of "C" or higher.
4. If the course was repeated at a regionally accredited college or university other than CCC, OCC or GWC, you must first submit an Official Transcript to Coastline Community College prior to submitting this petition.
5. In order to qualify for an exclusion, the course must be retaken at a regionally accredited college and must be evaluated for equivalency to the Coastline Community College course.
6. Do not submit this form to exclude a "W". A "W" is ineligible for a exclusion and always remains on your transcript.

**IMPORTANT NOTE:** In accordance with State Law and to ensure the integrity of the academic history, the original grade will not be deleted from your transcript. The letter "E" will appear on the right side of the grade, indicating that the grade has been excluded from the GPA.

Please Print:

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

Phone #: (\_\_\_\_) \_\_\_\_\_

I have repeated a course in which I previously received a "D", "F", or "NP" at Coastline Community College and have passed the equivalent course with a "C" or higher. I would like to have the original grade excluded on my permanent record and the computation of my grade point average (GPA) adjusted accordingly.

Student Signature: **X** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**#1.) FIRST TIME COURSE WAS TAKEN:**  
*(must have been taken at Coastline Community College)*

Course Name & Number (i.e. Math 100)	Grade	Semester & Year (i.e. Fall 2005)
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**#2) SECOND TIME COURSE WAS TAKEN:**  
*(must have been taken at a regionally accredited college)*

Course Name & Number (i.e. Math C100)	Grade	Semester & Year (i.e. Fall 2006)
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**#3.) Please circle the college or university where you repeated this course:**

**OCC**      **GWC**      **CCC**      **Other College:** \_\_\_\_\_  
*(Note: Official transcripts must be on file with CCC)*

Yes, I have sent/submitted official transcripts to Coastline Community College already.