



Clerk's Initials _____

Student ID _____

**SANTIAGO CANYON COLLEGE
Admissions and Records**

Course Repetition for D, F, or NP Grades

Print _____ / _____
Last Name First Name Middle Initial Phone Number

Email Address _____

I have completed the following courses at SCC/SAC with a D, F, or NP grade:

Course Title and Number	Units	Grade	Semester/Year Completed

I have repeated the course(s) as listed below and would like to have the original grade on my transcript reflect the adjustment in units attempted. (The permanent record shall be annotated in such a manner that all work remains legible and the name of the institution where the course was repeated will be noted.)

Course Title and Number	Units	Grade	Semester/Year	Name of Institution If Not Repeated at SCC/SAC

_____ Date

_____ Student Signature

OFFICE USE ONLY

Current Units Attempted: _____ Units Completed: _____ Grade Points _____ GPA _____

Update Units Attempted: _____ Units Completed: _____ Grade Points _____ GPA _____

Record Online: _____ **OR** Permanent Record Changed _____

Clerk's Initials _____ Date Changed: _____