



Los Angeles Valley College

5800 Fulton Avenue

Valley Glen, California 91401-4096

OFFICE USE ONLY: INTAKE CLERK'S INITIALS & DATE

# GRADE FORGIVENESS PETITION

**Directions:** Upon completion of a repeated course (previous substandard grades "D", "F", "NCR", "NP"), a student should complete this form and submit it to Admissions. The highest grade earned will be computed in the cumulative grade-point-average and the student's academic record so annotated (Board Rule 6701.10). Courses completed by Credit-by-Exam may not be used to remove a substandard grade. This policy only applies to courses taken within the LACCD. Grade Forgiveness Petitions need to be submitted to the LACCD campus where the course was originally taken. Petitions will be processed within 10 business days and an email notification will be sent to your LACCD email once processed. You may then view the action taken online by logging in to the Student Information System (SIS).

Student ID #: 88 - LACCD Email: @STUDENT.LACCD.EDU

<i>Last Name</i>		<i>First Name</i>		<i>MI</i>
<i>Date of Birth (MM/DD/YYYY)</i>		<i>Contact Phone Number</i>		

<u>Course Name &amp; Number</u>	<u>Semester/Year First Taken</u> (W, SP, SU, F)	<u>Grade</u>	<u>Semester/Year Repeated</u> (W, SP, SU, F)	<u>Grade</u>	<u>LACCD Campus Where Course was Repeated</u>	FOR OFFICE USE ONLY - Approved (A) / Denied (D)	A or D
1.)							
2.)							
3.)							
4.)							
5.)							



\_\_\_\_\_  
Student's Signature & Date

FOR OFFICE USE ONLY

VERIFIED BY: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

PROCESSED: Date \_\_\_\_\_

EMAILED: Date \_\_\_\_\_