



Initials/Date Received: \_\_\_\_\_

## Substandard Grade – Repeat Notification Form

A student receiving a substandard grade (D, F, NC, or NP) may repeat the class and have the original substandard grade not be calculated in the gpa. The grade received in the last attempt shall be used in determining grade points earned for that particular course. While the discounted grade will not be used in the grade point average, that class and substandard grade will remain on the transcript. Acceptance of CRC's repeat policy by another college or university is at the discretion of that institution.

**NOTE:** If you are using coursework from outside the Los Rios Community College District to discount the substandard grades from gpa calculations, official college transcripts must be on file with the Admissions and Records Office. **Please allow 7 business days for your record to reflect the change.** Additional time may be required if your request involves coursework at another college in the district. Staff at this college can only make changes to CRC records.

Student Name: \_\_\_\_\_  
Student ID Number: \_\_\_\_\_ Phone: \_\_\_\_\_

▶ Course Name: \_\_\_\_\_ (Example: ENGWR 300)  
Semester of D, F, or NC/NP:  Summer  Fall  Spring Year: \_\_\_\_\_  
College Attended: \_\_\_\_\_  
Semester of Repetition:  Summer  Fall  Spring Year: \_\_\_\_\_  
College Attended: \_\_\_\_\_

▶ Course Name: \_\_\_\_\_ (Example: ENGWR 300)  
Semester of D, F, or NC/NP:  Summer  Fall  Spring Year: \_\_\_\_\_  
College Attended: \_\_\_\_\_  
Semester of Repetition:  Summer  Fall  Spring Year: \_\_\_\_\_  
College Attended: \_\_\_\_\_

▶ Course Name: \_\_\_\_\_ (Example: ENGWR 300)  
Semester of D, F, or NC/NP:  Summer  Fall  Spring Year: \_\_\_\_\_  
College Attended: \_\_\_\_\_  
Semester of Repetition:  Summer  Fall  Spring Year: \_\_\_\_\_  
College Attended: \_\_\_\_\_

▶ Course Name: \_\_\_\_\_ (Example: ENGWR 300)  
Semester of D, F, or NC/NP:  Summer  Fall  Spring Year: \_\_\_\_\_  
College Attended: \_\_\_\_\_  
Semester of Repetition:  Summer  Fall  Spring Year: \_\_\_\_\_  
College Attended: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once the form is completed, you may send to [admissions@crc.losrios.edu](mailto:admissions@crc.losrios.edu) from your Los Rios email account.