



PASADENA CITY COLLEGE
Office of Admissions and Records

**REQUEST TO COUNT HIGHER GRADE
(COURSE REPETITION)**

This form is used when:

- You have repeated a course originally completed at PCC in which you received a substandard grade (D or F).
- The grade earned in the course repeat is a C or better.
- You are requesting that the original substandard grade be disregarded from your PCC GPA.

PLEASE BE AWARE THAT THE ORIGINAL GRADE WILL APPEAR ON YOUR PCC RECORD AND WILL NOT BE CHANGED OR REMOVED.

IF YOU REPEATED THE EQUIVALENT COURSE AT AN INSTITUTION OTHER THAN PCC, YOU MUST HAVE AN OFFICIAL, SEALED TRANSCRIPT SHOWING SUCCESSFUL COMPLETION OF THE COURSE MAILED TO THE PCC RECORDS OFFICE 15 BUSINESS DAYS BEFORE FILING THIS FORM.

Other College/University Official Transcripts already submitted (required)

Date: _____		E-Mail (required): _____	
Name: _____			
(Please Print)	Last	First	M.I.
PCC ID # : _____		Birthdate: _____	
Address: _____			
_____		Contact Number _____	

Course Repeated _____
Course Title and Number

Term/Year substandard grade was received at PCC: _____

Term/Year course repeated: _____

Institution at which course was repeated: _____

Student Signature _____

Petitions Committee Action: Approve Disapprove Approve the following:

Comments: _____

Date posted to Student Record _____ Initials _____