



REQUEST FOR RECORD ADJUSTMENT BASED ON COURSE REPETITION POLICY

Date _____ Last four digits of SSN _____ Student ID number _____

Telephone No. _____ Name _____

Address _____
Street City State Zip Code

POLICY STATEMENT: Courses taken at Santa Rosa Junior College for which substandard academic performance is recorded (D, F, NC, NP), may be repeated twice, and the substandard grades and credits will be disregarded in the computation of grade point averages.

Students who have repeated the course(s) at another institution must complete this form and submit to the Admissions, Records & Enrollment Development Office along with official transcripts from the institution.

The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

ORIGINAL COURSE(S) TAKEN AT SRJC ONLY

<u>SRJC COURSE</u>	<u>SEMESTER/YEAR</u>	<u>UNITS</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REPEATED COURSE(S)

<u>COURSE</u>	<u>COLLEGE ATTENDED</u>	<u>SEMESTER/YEAR</u>	<u>UNITS</u>	<u>GRADE</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Student's Signature: _____

OFFICE USE ONLY

Approved _____ Denied _____

Comments _____

Hard Copy: _____ Cum Totals: _____

Master Record: _____ Rechecked: _____ Deductions: _____

Records Adjustment: _____ Date: _____ Adj Cum Totals: _____

Probation: from _____ to _____