ORANGE COAST COLLEGE

Petition to Exclude a Sub-standard Grade from GPA Calculation

Enrollment Center - P.O. Box 5005 Costa Mesa, CA 92626-5005 | arinfo@occ.cccd.edu

I have repeated a course in which I previously received a 'D', 'F', NP/NC* at OCC and request an evaluation of equivalency to exclude the original grade and have my grade point average (GPA) adjusted accordingly on my OCC transcript. **Once the grade is excluded from my GPA an E will show to the far right of the course on my transcript.** I understand that this request will be approved only if the course (1) was taken at a regionally accredited college or university and (2) is determined to be equivalent (i.e. exact same course) by the OCC Graduation Office. Note: *NP/NC does not count in either the GPA calculation or re-calculation.

Please read prior to submitting this request:

1. Student petitioners are strongly advised to determine in advance the equivalency of any courses to be taken at other colleges or universities, including the accreditation status of the institution, by contacting the OCC Graduation Office (occgraduation@occ.cccd.edu) prior to repeating the course. The same course must be repeated for grade exclusion.
2. If you are currently enrolled in this class, please wait until your final grade has been posted to submit this form.
3. If coursework was repeated at a college or university other than OCC, GWC, and CCC you must first submit an official transcript to OCC prior to submitting this petition.
4. **A "W" is ineligible for grade exclusion and always remains on your transcript.**
5. The form can be submitted in-person to the Enrollment Center or via email to arinfo@occ.cccd.edu
6. Please allow up to 5-10 business days for processing. You will be notified via email to the address listed below.

Date _____ OCC Student ID# _____ Date of Birth _____

Last Name (Please print neatly) _____ First Name _____ MI _____

Email Address _____ Phone Number _____

Course 1	College	Course Name & Number (e.i. MATH A100)	Term & Year (e.i. Fall 2023)
Substandard Course	Orange Coast College		
Repeated Course			

Official transcripts must be submitted if courses were taken at an institutions other than OCC, GWC, or CCC.

Course 2	College	Course Name & Number (e.i. MATH A100)	Term & Year (e.i. Fall 2023)
Substandard Course	Orange Coast College		
Repeated Course			

Official transcripts must be submitted if courses were taken at an institutions other than OCC, GWC, or CCC.

For office use only: Date Received_____ Received by: _____