

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 calculation, that class and substandard grade will remain on the transcript. **This form should only be completed if either your 1st or 2nd attempt is at a college other than FLC within the Los Rios Community College District or another institution***. If both your first and second attempts of the class are at Folsom Lake College, the repeat will automatically be reflected on your transcript. You do NOT need to complete this form.

** NOTE: If you are using coursework from outside the Los Rios District, official transcripts must be on file with the Admissions & Records Office. You must also route this form through a counselor for approval (to ensure that the course is equivalent to FLC's course-see below).*

Student Name: _____

Student ID #: _____

◆ Course Name: _____ (Example: ENGWR 300)
 Semester of D, F, or NC/NP grade:
 Fall Spring Summer Year: 20____
 College Attended: _____
 Semester/Year of Repetition:
 Fall Spring Summer Year: 20____
 College Attended: _____

◆ Course Name: _____ (Example: ENGWR 300)
 Semester of D, F, or NC/NP grade:
 Fall Spring Summer Year: 20____
 College Attended: _____
 Semester/Year of Repetition:
 Fall Spring Summer Year: 20____
 College Attended: _____

◆ Course Name: _____ (Example: ENGWR 300)
 Semester of D, F, or NC/NP grade:
 Fall Spring Summer Year: 20____
 College Attended: _____
 Semester/Year of Repetition:
 Fall Spring Summer Year: 20____
 College Attended: _____

Student Signature: _____

Date: _____

For Outside Los Rios Coursework – Equivalency check required:

Counselor Signature: _____

Date: _____

Return this form to Admissions & Records.
(Expect a processing time of 10 business days.)