

Glendale Community College
Office of Admissions and Records

REQUEST TO COUNT THE HIGHER GRADE

Approval of this appeal may affect your Satisfactory Academic Progress for financial aid eligibility.
Students are advised to consult with the financial aid office.

GCC ID: _____

Date: _____

Student's Name: _____
Last, First MI

A course may be repeated once only when the grade received was substandard (“D”, “F”, or “NC”). After completion of a repeated course, students should request to have the Course Repetition Policy applied to their academic records. Only the most recently earned grade and grade points shall be used, and the cumulative totals be adjusted accordingly. Nevertheless, the original grade on the academic record shall not be changed or eradicated.

When a class was taken at an institution other than Glendale Community College, students are required to submit a course description from the other college’s catalog and an official transcript showing successful completion of the course.

This request is based on repetition of:

Name of Course: _____, taken during the
Course Name
_____ at _____
Semester Institution

Repeated:

_____, taken during the
Course Name
_____ at _____
Semester Institution

OFFICE USE ONLY

Division Chairperson verification of equivalence for non- Glendale courses: **Approved** **Denied**

Division Chair Signature: _____ Date: _____

Admissions and Records processed on: _____
Date