

PIERCE COLLEGE

ADMISSIONS & RECORDS

REQUEST FOR REVIEW OF STUDENT RECORD

Name: _____ 88- _____
 Last First Student ID No.

 Birthdate Student's Signature Date

IF YOU NEED ASSISTANCE IN COMPLETING THIS FORM, SEE A COUNSELOR.

Please review/adjust my records for the item(s) checked below:

Repeated Courses: Only classes repeated within the Los Angeles Community College District are eligible.

a. _____ I have repeated a course in which I originally received a grade of "D" or "F". Please remove the original grade from my overall grade point average.

<u>Course Name & Number</u>	<u>Sem/Yr First Taken</u>	<u>Sem/Yr Repeated</u>	<u>LACCD School Where Repeated</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

b. _____ I was placed on probation for _____ (Sem/Yr.) I feel this was an error. Please review my status.

List below any recent changes to your record that might affect your status.

c. _____ I received a grade of "Incomplete" in the course listed below. I do not intend to make up the Incomplete and request that the default grade be assigned immediately. I wish to waive the one-year make-up period.

_____ Sem/Yr
 Course

d. _____ I believe that I qualify for Dean's/President's List Honors. Please review my records.

PLEASE PRINT YOUR NAME AND MAILING ADDRESS ON THE BACK OF THIS FORM

FOR OFFICE USE ONLY

The results of your request for student record review are as follows:

_____ Your academic record has been adjusted to reflect the class(es) you repeated. Your new cumulative grade point average is:

_____ Your request to adjust your records to reflect a repeated class cannot be completed because _____

_____ You remain on probation for _____
Sem/Yr

_____ You have been removed from probation for _____
Sem/Yr

_____ A default grade of _____ has been assigned for _____
Course

_____ Other _____

Record Reviewed By

PLEASE PRINT YOUR NAME AND MAILING ADDRESS BELOW IN THE SPACE PROVIDED

Name:
Address:
City/State/Zip:
