

Mt. San Antonio College Counseling Department

Petition for Grade Alleviation with External Course Repetition

Last Name:

First Name:

Date:

Student ID #:

Date of Birth:

Phone:

Address:

City/State/Zip:

Mt. SAC Email:

Guidelines for Grade Alleviation. Submit completed form to the Office of Admissions and Records

1. Students must submit official transcripts from colleges and/or universities where the course was repeated to the Office of Admissions and Records.
2. Students should contact Counseling Department or the appropriate academic department to determine if equivalency has been established before submitting the petition.
3. If no course equivalency has been established, a Request for Course Equivalency must be submitted. The equivalencies for courses within disciplines taught at Mt. San Antonio College shall be determined by discipline faculty and certified by their department.
4. Once the Admissions and Records Office processes the form(s), the transcript will be updated, and the student will be notified of such action.
5. To ensure a true and complete academic history, grades alleviated via Grade Alleviation with Course Repetition from Other Accredited Colleges/Universities will not be removed from the student's academic record. Instead, a student's permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, ensuring a true and complete academic history. These changes will not affect prior notations of academic standing, academic probation, or dismissal.
6. Mt. San Antonio College does not guarantee that Grade Alleviation with Course Repetition from Other Accredited Colleges/Universities be honored by institutions outside of the District. This determination will be made by the transfer institution.
7. Courses previously academic renewed or not deemed equivalent will not be granted Grade Alleviation with Course Repetition. Coursework to be alleviated cannot be used in awarding of a degree, certificate, or transfer certification.

I request that the following substandard grades be disregarded:

Course Number and Title	Semester/Year	Grade	Units
TOTAL UNITS TO BE RENEWED:			

Student Signature:

Date:

Official transcripts are required for Grade Alleviation processing, please select submission type:

Transcripts on File (On-Base)

Submitted in-person (sending to A&R, expect delay)

Using Mt. SAC records only

Comments:

Name:

Signature:

Date:

Action is not final until reviewed and recorded by the Admissions and Records Department. Please allow 4 weeks for processing.

To Be Completed by Admissions and Records

Reviewed by:

Completed

Date Recorded: