



COURSE REPETITION NOTIFICATION (Repeat of Substandard Work)

A student may repeat, one time only, a course taken at an accredited college for which a substandard grade (D, F or NC) was received. Both the original and subsequent grades will remain as part of your Permanent Record; however, the 1st attempt will not be counted towards your cumulative grade point average.

When both your 1st and 2nd attempts of a particular class are at FLC, the repeat will be automatically notated on your transcript. **** You do NOT need to submit this notification form. ****

If either your 1st attempt or 2nd attempt is at another college within the Los Rios Community College District or another institution, complete this form and submit to Admissions & Records for processing and the appropriate notation on your transcript.

Student Name: _____

Student ID #: _____

Course Name: _____ (Example: ENGWR 300, POLS 301)

Semester of D, F, or NC grade (1st attempt):

Fall Spring Summer Year: 20_____

College Attended: _____

Semester/Year of Repetition (2nd attempt):

Fall Spring Summer Year: 20_____

College Attended: _____

NOTE: *If college other than FLC is outside of Los Rios, official transcripts must be on file. You should also meet with a counselor to ensure that the course is equivalent to FLC's course.*

Student Signature: _____

Date: _____

PLEASE DO NOT SUBMIT THIS FORM UNTIL AFTER YOU HAVE COMPLETED THE COURSE.