

Guidelines: Use this form if you have taken a course at Irvine Valley College (IVC), received a substandard grade (“D”, “F” or “NC”), and have subsequently repeated the identical course at IVC. Course work repeated at Saddleback College may also be considered for repeat annotation of an IVC course, if IVC has determined that it is an equivalent course. In accordance with state law, to ensure the integrity of the academic history the substandard letter grade originally assigned for the course will remain visible on the transcript but will no longer be used to compute your cumulative grade point average. Courses receiving a “W” cannot be considered for repeat annotation.

Name: _____ Student ID: _____
Last First Middle

Address: _____ Date of Birth: _____
City State Zip Code

Fill in the information for the original class and the repeated class you wish to have a grade substitution annotated.

ORIGINAL CLASS INFORMATION			REPEATED CLASS INFORMATION		
COURSE TITLE	GRADE	SEMESTER/YEAR	COURSE TITLE	GRADE	SEMESTER/YEAR
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Student Signature: _____ Date: _____

For Use by Office of Admissions and Records Only

Received by: _____	Date: _____	Holds: _____
Registrar: _____	Date: _____	() Approved () Denied () Partial
Comments: _____		

Posted by: _____	Date: _____	