



Los Angeles Community College District Petition to Alleviate a Substandard Grade with non-LACCD Coursework (AP 4225)

Last Name: _____ First Name: _____ Phone: _____

Student ID # _____ Date of Birth: _____ Email: _____

From LACCD AP 4225: External Coursework: Successful completion of coursework at a United States regionally accredited institution may be used in lieu of course repetition to alleviate a substandard grade for an equivalent course taken in the District. Course equivalency shall be determined by counseling faculty or the Articulation Officer (in consultation with discipline faculty as needed) at each college per AP 4051 Acceptance and Evaluation of External Coursework.

Students may request Course Repetition to Alleviate a Substandard Grade using coursework completed outside the LACCD at any of the nine LACCD colleges regardless of which LACCD college the coursework to be alleviated was completed. *(Note: If student has received a degree or certificate from any of the LACCD colleges, please file the course petition at the college where the degree or certificate was awarded).* **The repeated coursework must occur after the original attempt in the LACCD.** Students must meet with a counselor to complete this petition. **Courses alleviated on the LACCD transcript are valid for local degrees and certificates. External colleges or universities may not honor the transcript notation for purposes of calculating GPA's for Admission.**

Official transcripts from non-LACCD colleges must be on file with the Admissions and Records Office at the college processing the petition. *Petition will not be processed until official transcript is received by the A&R office. After 30 days, if the official transcript is not received the petition will be VOIDED.*

INSTITUTION NAME: _____ **Unit Type:** SEM. QTR. Other
(A separate petition must be completed for each institution attended.)

Transcripts: Check one. Official Unofficial (may be used for evaluation only)

ACCREDITATION STATUS: Only coursework from U.S. regionally accredited institutions will be accepted. Check appropriate box.

ACCJC/WSCUC MSCHE/MSAC NEASC/NECHE NCACS/HLC NWCC SACSCOC

COURSES PREVIOUSLY APPLIED TOWARDS GRADUATION OR GE CERTIFICATION CANNOT BE REPLACED WITH COURSEWORK OUTSIDE THE LACCD TO ALLEVIATE A SUBSTANDARD GRADE

List the individual courses requested to be reviewed to alleviate a substandard grade

Counselors: Please fill out the information below. Check either Content Equivalent or indicate C-ID number. Forward to Articulation Officer.

LACCD Course to be Alleviated: List the following: Course Prefix/Number, term taken, units, grade	Non-LACCD Course: List the following: Course Prefix/Number, term taken, units, grade	Content Equivalent	C-ID Number	Counselor/ Articulation Officer Use Only	
				Approved	Denied
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Student Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

OFFICE USE ONLY

Mark the college processing the petition: ELAC LACC LAHC LAMC LAPC LASC LATTC LAVC WLAC

Date Processed: _____ Staff Initials: _____ A&R Staff Name: _____

College Comments: _____