

Repeat Annotation is permitted for previous substandard course work which has been repeated.

Conditions required to submit a Class Repeat Annotation Request:

1. You received a substandard grade (“D,” “F,” “NC,” or “NP”) in an IVC course. Courses receiving an “A,” “B,” “C,” “P,” “CR” are not eligible for annotation.
2. You have subsequently repeated the equivalent course at IVC or Saddleback College for a grade/credit  
OR  
You have subsequently repeated the equivalent course at another accredited college for a grade/credit. In such cases, official transcripts from the other college is required.

If IVC has determined course equivalency, up to the first two substandard grades received at IVC may be annotated. 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 computed in your cumulative grade point average.

You will be notified by email when review of your request is completed. Requests awaiting grades will not be processed until official grades are submitted.

IVC Student ID #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student’s Name: \_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

Daytime/Cell Phone: \_\_\_\_\_

### IVC CLASS INFORMATION

### REPEATED CLASS INFORMATION

COURSE TITLE	GRADE	TERM	YEAR	COLLEGE	COURSE TITLE	TERM	YEAR
<i>Ex: Math 3A Calculus</i>	<i>F</i>	<i>Fall</i>	<i>2010</i>	<i>EL Camino</i>	<i>Math 190 Calculus</i>	<i>Spring</i>	<i>2013</i>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*For Use by Office of Admissions and Records Only*

Received by:	Date:	Official Transcripts are:	Not required	Attached	On file
Registrar:		Date:	Approved	Denied	
Comments:					
Posted by:		Date:			