



**Petition to Remove a Substandard Grade  
With Repeated Course from another Accredited College or University (Reciprocity)**

To remove the units and grade points received from a substandard grade (D or F) received at Allan Hancock College with a course successfully repeated (A, B, C, CR or P) at another accredited college or university, the student must:

- Complete petition; (only one course per petition)
- Verify official transcripts have been received by AHC before submitting this petition
- If you have not submitted official copies of your transcripts to the AHC Admissions & Records office, which verify the passing grade at another accredited college, please submit them before submitting this petition. Official transcripts may be sent electronically, from the sending institution to: [transcripts@hancockcollege.edu](mailto:transcripts@hancockcollege.edu)

Federal Financial Aid regulations do not recognize courses alleviated through course repetition, reciprocity.

**Please complete the following information, using black or dark blue ink or font:**

AHC Student Identification Number:     H

Student's Full Name:

Please indicate all names used while in attendance at AHC

AHC Course Title:

Units:

Semester/year of original substandard grade:

Grade received:

Name of college or university where course was repeated:

City and state of other college or university:

Other College Course Title:

Units:

Semester/Quarter/Year course was repeated:

Grade received:

Student's Signature (mandatory):

Date:

Student's complete email address:

The substandard grade will remain on the student's permanent record, ensuring a true and complete history but the units and grade points of the substandard grade will be annotated in a way that indicates the course was repeated at another college and the grade point average will be recalculated. Once the petition has been processed, the student will be notified only if a request for transcript is submitted with the petition. During non-peak times, the Admissions & Records office requires a minimum of 10 business days to process petitions for course repetition; during peak times, it may take longer.

**This section for Admission and Records use only:**

- Official transcripts on file
- Course evaluated for equivalency

Date Processed:                             by

This form may be submitted in person to the Admissions & Records office or by email to: [icabanas@hancockcollege.edu](mailto:icabanas@hancockcollege.edu)