



Saddleback College Request for Transcript Repeat Notation

***Students may request repeat notations only for courses that are designated as "non-repeatable". Consult the course description in the college catalog for the number of allowable repeats.**

Instructions: Use this form if you have taken a course at Saddleback College, received a substandard grade, have subsequently repeated the identical course at Saddleback College or Irvine Valley College, and wish to have the original course noted as a repeated course. If the SC class was repeated at Irvine Valley College, SC will determine whether the Irvine Valley course is identical. If the course is deemed identical, the repeat will be noted on the Saddleback College transcript. According to state law, the original substandard grade must remain on the transcript: however, it will not be included in the GPA.

Student Name: _____ Student ID No. _____
Last First MI

Original Class

Repeated Class

<u>Course Title</u>	<u>Grade</u>	<u>Semester/Year</u>	<u>Course Title</u>	<u>Grade</u>	<u>Semester/Year</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Student Signature: _____ Date: _____

Office Use Only: Received by: _____ Date: _____

Office of Admissions, Records, and Enrollment Services

Rev. 03/04/09



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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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