



# Saddleback College

Office of Admissions and Records | scadmissions@saddleback.edu

# Request for Transcript Repeat Notation

Instructions: Use this form if you have taken a course at Saddleback College, received a substandard grade (D or F), have subsequently repeated the identical course at Saddleback College or another regionally accredited college, and wish to have the original course noted as a repeated course. If the SC class was repeated at another college, SC Admissions and Records will determine whether the course is identical and note the repeat on the SC transcript. According to state regulations, the original substandard grade must remain on the transcript: however, it will not be included in the GPA. No more than 2 substandard grades for a course may be excluded from the GPA.

**\*IMPORTANT:** If you have repeated a course at a college other than Saddleback or Irvine Valley, please do not submit this form until an official transcript from your other college is on file in the Office of Admissions and Records at Saddleback College.

Student Name: \_\_\_\_\_ Student ID No. \_\_\_\_\_  
Last First MI

### Original Saddleback Class

Course Title/No.	Grade	Semester/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Repeated Class at Saddleback or Other Institution: \_\_\_\_\_ *Name of Institution*

Course Title/No.	Grade	Semester/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_

Rev. 02/23/2017js



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