



# Admissions and Records **COURSE GRADE VERIFICATION**

The student is completing this form because they are currently enrolled in the course listed below, may be receiving a substandard grade (D, F, FW, NP), and are now seeking to re-enroll in the course for the next term. Admissions and Records requires instructor verification that the student will NOT receive a passing grade during the current term to allow re-enrollment.

Student's Full Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
RCCD Student Email Address \_\_\_\_\_ @student.rccd.edu \_\_\_\_\_  
RCCD ID # \_\_\_\_\_

**Current Term/Year:** SUM \_\_\_ FAL \_\_\_ WIN \_\_\_ SPR \_\_\_      **Location:** MVC  NOR  RCC

**Course Name:** \_\_\_\_\_      **Section Number:** \_\_\_\_\_

**TO BE COMPLETED BY INSTRUCTOR:**

**Projected Final Grade:** \_\_\_\_\_      **Instructor Name:** \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

***\*If the student ultimately receives a passing grade, notify Admissions and Records***

**After the instructor has provided the required information, the completed form must be submitted to the Admissions and Records office at any RCCD college on or after the student's registration date.**

**Non-Repeatable Courses:** Students will not be able to enroll in most courses more than three (3) times. Substandard grades (D, F, FW, NC, NP) and withdrawals (W) are included in total attempts; military withdrawals (MW) or excused withdrawals (EW) are NOT included. The most recent grade will be calculated into GPA. Students must submit a "Course Repetition" form to repeat a course after exhausting the allowable attempts.

**Repeatable Courses:** Students may not enroll in a repeatable course more than the total number of times listed in the college catalog.

\*Additional information may be found on the college catalog: [www.mvc.edu/catalog](http://www.mvc.edu/catalog) (BP/AP 2225: Course Repetition)

[www.mvc.edu/ar](http://www.mvc.edu/ar) • [admissions@mvc.edu](mailto:admissions@mvc.edu) • 951-571-6101 • text only: 951-251-4550

**\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\***

Registered    Waitlisted

A & R Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_