

**Petition for Course Alleviation**

*This form is used only for course work completed outside the Contra Costa Community College District to alleviate a substandard grade earned at Diablo Valley College.*

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone# \_\_\_\_\_

DVC Course/s to be Alleviated	Term	Equivalent Course/s Repeated	Term	College Where Taken

**Policy for course alleviation**

Course work used must be successfully completed (C grade or better) and equivalent to the DVC course to be alleviated. The renewed course/s will not be removed from the record, as the district is required to show the student's complete and accurate academic record. Units attempted, units completed, and grade points will be removed. The cumulative GPA will be recalculated.

**Guidelines for processing the Petition for Course Alleviation:**

- Fill out and sign the Petition for Course Alleviation form.
- Submit the petition to the Admissions and Records Office.
- Official transcripts, from the college where the course was repeated, must be on file in Admissions and Records prior to submitting the petition, or attached to the petition.
- Allow two-weeks for processing.
- You will be notified of the results by email or address provided above.

I have read the above policy statement and understand the effect of my academic transcript.

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

<b>OFFICIAL USE ONLY</b>			
<input type="checkbox"/> Approved	Posted to record: _____	<input type="checkbox"/> Denied	Date: _____
Comments: _____			
_____			