



San Diego Community College District
Verification of a Substandard Grade
(For Enrollment Purposes Only)

☐ City ☐ Mesa ☐ Miramar
☐ Fall ☐ Spring ☐ Summer Year: _____

Instructions to Student

- This form provides students an opportunity to repeat an in-progress class.
- Have your instructor complete the *Instructor Use Only* section of this form.
- This form is to be used before the end of the class and after the withdrawal deadline has passed.
- Bring back the completed and signed form to the Admissions Office during open registration.

Student Name: _____ Birth Date: _____
(PRINT) Last First MI

E-mail: _____ Student ID Number: _____

Subject/Course to be added: _____ Class Number (CRN): _____ Semester: _____
(i.e. PSYC 101) (i.e. 12345) (i.e. Fall 2023)

I understand that this form does not waive the course repetition policy as detailed in the catalog. Further, I understand that should I receive a passing grade in the above class, I will be administratively dropped without further notification.

Student Signature: _____ Date: _____

INSTRUCTOR USE ONLY

The above named student is currently enrolled in my _____ class,
(i.e. PSYC 101, General Psychology)

Class Number (CRN): _____ and will receive a grade of: _____

Instructor Name: _____

Signature: _____ Date: _____

OFFICIAL USE ONLY

Date: _____ Initials: _____