

Purpose: This form is specifically designed for students who have repeated a course at an institution other than Palomar College.

Palomar courses are automatically adjusted. Please submit the form to petition any of the following:

- Repeated Course: To request a GPA improvement/adjustment when a course with a substandard (D, F, or FW) grade has been repeated. Two substandard grades may be excluded from the GPA.
- Course Subject Change: To request to change a dually listed course subject and catalog number (e.g., changing PSYC 105 to SOC 105)

Instructions:

- Complete the Grade Adjustment Form
- Submit to the Records Office for processing:

records@palomar.edu | Student Services Center 1140 West Mission Road San Marcos, CA 92069

Section A: Student and Course Information

A. Student's Name - Last, First, MI		B. Palomar ID Number
C. Telephone	D. E-Mail Address	D. Date of Birth

Section B: Repeated Course

Course (e.g., MATH 120)	1st Attempt (Semester/Year)	2nd Attempt (Semester/Year)	3rd Attempt (Semester/Year)

Section C: Course Subject Change (Complete ONLY if needed)

From:		To:	
From Course (e.g., MATH 120)	Semester/Year (e.g., Fall/2020)	From Course (e.g., MATH 120)	Semester/Year (e.g., Fall/2020)