GRADE REMOVAL REQUEST FORM

TO: ADMISSIONS & RECORDS

You are requested to remove final grade previously given to ___________________________/_____________________

Student Name  ID #

Section Number  Course Title

Last Attended on: ____________________________

Year ________________
(Write in year)

Term  Summer  Fall  Spring
(Mark one term)

Instructor’s Signature ____________________________ Date ____________________________

IMPORTANT NOTICE FOR ESL CLASSES:

Due to limited seat availability for ESL classes at CEC, when a student was dropped for no show or graded by an ESL instructor for excessive absence, if this student comes back, he/she must be sent to A&R office. If there is opening, a grade removal request form will be given to him/her for instructor to sign to re-admit this student to the same class. If there is no opening in the same class student was dropped/graded, student will be enrolled in another class if there is opening in any other of same level.