



# VERIFICATION OF UNSATISFACTORY GRADE

Students are allowed to earn a maximum of three substandard grades (D, F, NP) **and/or** W (Withdrawals) in a course.

**TO INSTRUCTOR:** \_\_\_\_\_  
INSTRUCTOR NAME – PLEASE PRINT CLEARLY

**CLASS:** \_\_\_\_\_  
SECTION NAME & NUMBER/TERM

Please complete the following information to verify that the student listed below will be receiving an unsatisfactory final grade of D, F, or NP (if applicable) in the course specified. By completing this form, the Admissions/Center Staff will in turn authorize the student to re-enroll/register for the same course in the upcoming semester.

<b>STUDENT NAME:</b> _____	<b>ID NUMBER:</b> _____
<b>INSTRUCTOR SIGNATURE:</b> _____	<b>DATE:</b> _____

CLASS TO ENROLL NEXT TERM		
REG CODE	SECTION NUMBER	CLASS NAME

OFFICE USE ONLY	
_____ Staff Initials	_____ Date of Entry



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