

HISTORICAL REPEAT COURSE OPTION

NAME _____
Last First MI

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Student ID Number

I enrolled in a course at VCU and received a grade of "D" or "F". I later enrolled in the same course (indicated below) under the Repeat Course Option in order to improve my GPA and now am requesting that my GPA be adjusted according to the policy.

NOTE: Grades for both courses will appear on the transcript, but only the higher grade will be counted in the cumulative GPA. An established equivalent course at VCU may be taken if a previously enrolled course is no longer offered. Please check the most recent Undergraduate Bulletin for deadlines. The Repeat Course Option cannot be used to exclude Honor Violations and could affect the earned hours' calculations for previous semesters.

SEMESTER COURSE WAS TAKEN Fall Summer Spring Year _____

SEMESTER COURSE WAS REPEATED Fall Summer Spring Year _____

Course Title _____

Subject

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Course

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Example: Subject: ENGL Course: 101

EQUIVALENT COURSE (IF APPLICABLE)

Course Title _____

Subject

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Course

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Student Signature _____ Date _____



VCU Division of Strategic Enrollment Management
VIRGINIA COMMONWEALTH UNIVERSITY