



**WENZHOUCHEAN
UNIVERSITY**

**OFFICE OF THE REGISTRAR
PETITION FOR REPEAT GRADE RECALCULATION**

PLEASE PRINT!

DATE OF GRADUATION _____

LAST NAME, FIRST NAME MIDDLE INITIAL

Wenzhou-Kean University ID#

1. Read the repeat policy on the reverse of this form.
2. Fill in below the course information requested.
3. A corrected copy of your transcript is mailed to you once the recalculation has been completed.

Course:

DEPT.

CAT. NO

COURSE TITLE

CREDITS

Grade to be excluded from GPA: _____

GRADE

SEMESTER TAKEN

Grade to be included in GPA: _____

GRADE

SEMESTER TAKEN

I certify that I understand the provisions of the repeat policy as stated on the reverse.

DATE

STUDENT'S SIGNATURE

Office of the Registrar

REPEAT GRADE POLICY

Undergraduate courses taken by undergraduate matriculated students are eligible for repeat under this policy.

Beginning with Fall 1987 Semester, courses completed with grades of “A-,” “B+,” “B,” “B-,” “C+,” “C,” “D,” “F,” or “AF” may be repeated.

Only four repeated course or twelve credits, whichever is greater, may be excluded from the GPA.

A course grade may not be recalculated more than once, nor may a course be repeated for recalculation after graduation.

The grade in the repeated course, if higher, will be included in the GPA and the former grade will be designated with an “R” prefix to the grade and excluded from GPA. If the grade in the repeated course is the same or lower, both grades will remain in the GPA. The earned credits will not be recalculated twice.

The request for recalculation of the GPA must be submitted after the course has been repeated. A recalculation will not be permitted after the Baccalaureate degree has been posted. Once elected, this option may not be changed.

All courses submitted for consideration under this policy must be Kean University course. No transfer credit can be considered in the recalculation of the GPA.