

HISTORICAL REPEAT COURSE OPTION

STUDENT NAME _____
Last First MI

STUDENT ID NUMBER

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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. Please check the most recent Undergraduate Bulletin for deadlines.

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

STUDENT SIGNATURE _____ DATE _____

