

# 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 \_\_\_\_\_

