RECOMPUTATION OF GPA – GRADUATE LEVEL

Lawrence Tech.
THEORY AND PRACTICE 1932
Enrollment Services

Graduate students can repeat one course during their academic career and have the grade removed from the grade point average. The following grades may be repeated and the grade point average recalculated at the graduate level: B-, C+, C, C-, D+, D, D-, F and WF. The latest attempt must have resulted in a passing grade. Until that point, all grades will appear on the transcript and will be computed into the grade point average.

The repeat process at the graduate level is not automatic and requires departmental approval. A request for a repeated course to be removed from the grade point average should be submitted to your department chairperson by completing the Recomputation of Grade Point Average – Graduate Level Only form. This form should not be completed and submitted until the second attempt of the course has been completed.

To be recomputed, the latest attempt must be the same course as the first and must be part of the University's normal course offerings. Directed study or special sections may not be used for recomputation purposes.

The University does not represent that a course will be offered in a future semester and may be deleted from the curriculum which subsequently may not be recomputed.

Student ID Number _____ **Student Name** _____

Course Number of repeated course:_____

Semester first attempt of this course was completed:_____

Semester second attempt of this course was completed:_____

_____
Student Signature (Handwritten Signature Required)   **Date**

Student Instructions: Submit the completed form to your Department Chair for review.

_____
Department Chair Signature (if request is approved)   **Date**

_____
College Dean Signature   **Date**

Department/Dean Instructions: Submit approved requests to Enrollment Services for processing.

OFFICE USE ONLY:

Change processed by: **Date Processed:**