

POLICY

Request for Recalculation of Grade Point Average Due to Change in Curriculum

Chesapeake College recognizes that students may not perform well in their program of study due to a variety of reasons. This policy encourage students who have changed programs of study and may be adversely affected by past academic performance, to request credits that are NO LONGER APPLICABLE to their new program, excluding required General Education courses, to be removed from their grade point average. Courses will still appear on the student's official transcript and are marked with an asterisk.

- **The student must be enrolled in their new program of study and have earned 12 credits with a passing grade of “C” or better in each course.**
- **The student may NOT request grade recalculation more than once.**
- **The request must be made before a graduation application is submitted.**

The process for requesting a grade recalculation is as follows:

1. The student will contact and make an appointment with their assigned faculty advisor of the new program and/or Mr. Guido DeLuca, Counselor/Director of Job Development..
2. The student will bring a copy of their Academic Evaluation report (AER) or unofficial transcript to the meeting, for the advisor to review and determine if they have earned the required 12 credits and passing grade of “C” or better in each course. If the requirements have been met, the review will continue. The Advisor will highlight and discuss the courses that no longer apply to the new program, which may include passing grades along with failing ones. Recalculation could result in a lowered grade point average.
3. The student will decide to complete the process or withdraw the request if the recalculation may result in a lower grade point average.
4. The advisor and student will complete the required information on the back of this form and forward, along with the copy of the Academic Evaluation Report, to the Registrar. The Registrar will review and forward to the Committee for Admissions and Academic Standing (CAAS) for final approval.
5. The CAAS will decide whether to approve, or not, and forward their decision to the Registrar. If approved, the Registrar will complete the official recalculation. The Registrar will send a letter to the student to document the change.



Request Form for Recalculation of Grade Point Average Due to Change in Curriculum

Name:		Student ID#
Mailing Address:		
City:	State:	Zip:
Phone #Day:	Evening:	Cell:
E-Mail:		

1. Current major: _____ Previous major: _____

2. Earned at least 12 credits in this new major with a "C" or better in each course Yes No

If no, then not eligible at this time.

<u>Courses for Recalculation of 'New' Grade Point Average</u>	<u>Grade</u>

I have worked with Mr. Guido DeLuca to review my request and identify the courses that would be considered for recalculation of my grade point average. *I understand that after my grades are recalculated my grade point average may be lower.*

Student Signature _____ Date _____

Faculty Advisor or Mr. Guido DeLuca: _____ Date _____

Registrar Review: _____

Approved: Yes No _____

Signature of CAAS Chair

Date

cc: Registration
Student