

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 encourages 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have changed programs of study and may be adversely affected by past academic performance, to request credits that are NO LONGER APPLICABLE to their new program, excluding required General Education courses, to be removed from their grade point average.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 an overall 2.0 grade point average (GPA).**
- **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 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 counselor to review and determine if they have earned the required 12 credits and 2.0 GPA. If the requirements have been met, the review will continue. The counselor 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 counselor 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 approve.
5. 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 Guido DeLuca, Counselor/Director of Job Development, 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 _____

Counselor/Director of Job Development: _____ Date _____

Approved: Yes No _____

Signature of the Registrar Date