

REQUEST FOR GPA UPDATE

Please complete the information requested below and return the signed form to the One Stop located in the SUB or the Records office located in Richardson Hall.

**THIS FORM MUST BE SUBMITTED DUE TO THE FEDERAL STUDENT PRIVACY ACT THAT REQUIRES A STUDENT SIGNATURE TO PROTECT STUDENT RECORD PRIVACY. PLEASE SEE THE ASC STUDENT HANDBOOK FOR MORE DETAILS.**

\_\_\_\_\_  
**NAME: Please print/ First, Middle, Last**

\_\_\_\_\_  
**Student ID Number**

**\*\*\*I HAVE REPEATED THE FOLLOWING COURSES(S) AND REQUEST THAT MY TRANSCRIPT AND GRADE POINT AVERAGE BE UPDATED TO REFLECT THE CHANGE(S).**

The hours of a repeated course count only once and the most recent grade is calculated in the grade point average. A repeat does not remove the repeated course from the academic transcript; it is indicated on the transcript as an "E" next to the repeated course, which indicated it has been excluded from the GPA.)

**\*\*\*PLEASE NOTE: YOU CANNOT UPDATE WITHDRAWS OR INCOMPLETE GRADES\*\*\***

<u>COURSE NUMBER</u> (e.g. Eng 101)	<u>COURSE TITLE</u> (e.g. Comm Arts I)	<u>SEMESTER</u> <u>ORIGINALLY TAKEN</u>	<u>CHECK</u> if taken through Extended Studies
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date

MAILING ADDRESS: (An updated unofficial transcript will be mailed out once your GPA is updated)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*A COURSE OR COURSES TAKEN AT ANOTHER INSITUTION MAY NOT REPLACE A GRADE FOR COURSES TAKEN AT ASC. WITH THE APPROVAL OF THE DEPARTMENT CHAIR OF YOUR MAJOR, THE COURSE MAY SUBSTITUE FOR A REQUIRED COURSE.**

Repeat course(s) taken through Extended Studies must be approved for exclusion from GPA by the Assistant Provost for Academic Affairs.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_