

REQUEST FOR DELETION OF A GRADE OF "D" or "F" FROM THE GRADE-POINT AVERAGE

With the permission of the department (required for School 07 courses) a student may repeat a course taken at Rutgers University in which a grade of "D" or "F" was earned. If the grade is improved, the student may request that the original grade be deleted from the cumulative grade-point average. The original grade of "D" or "F" will, however, remain on the transcript. The repeated course must be taken at Rutgers.

This option may be used only once for a given course. If a student fails a course a second time, only the second "D" or "F" will be computed into the cumulative average.

This action can only be completed for a maximum of 16 credits, in *no more* than four courses.

For Theater Arts Majors, this regulation applies only to liberal arts courses.

Name _____

Student I.D # _____ Telephone Number _____

Class Year _____ Major _____

Course Failed:

Course Title _____

Course Number _____

Semester/Year Failed _____

Course Repeated:

Course Number _____

Semester/Year Passed _____

Grade Earned _____

Student's Signature _____

Undergraduate Director or Chairperson's Signature _____

Form must be returned to the Office of the Dean. It will be forwarded to the Office of Records & Transcripts.