



Request for Repeated Course Grade Recalculation

[For Coursework Completed Fall 1987-Summer 2024 Only]

Repeating Courses for Grade Recalculation Policy - Undergraduate courses taken by undergraduate matriculated students from Fall 1987 through Summer Session II 2024 with grades of A-/ B+/ B/ B-/ C+/ C/ D/ F/AF are eligible for repeat under the policy during those semesters. Graduate courses cannot be considered for grade recalculation. **This form is NOT necessary for undergraduate coursework completed on the subsequent attempt Fall 2024 and after. Please refer to the Academic Catalog for the full current policy.**

Fall 1987-Summer 2024 Guidelines:

- 1) If the grade in the repeated course is higher, it will be included in the GPA. The former grade will be designated with an "R" prefix to the grade on the student transcript and excluded from GPA. If the grade in the repeated course is the same or lower, both grades will remain in the GPA. Course credits are earned one time.
- 2) Only four (4) repeated courses or twelve (12) credits, whichever is greater, may be excluded from the GPA.
- 3) A course grade may not be recalculated more than once.
- 4) The request for recalculation of the GPA must be submitted after the course has been repeated. Once elected, this option may not be changed nor revoked.
- 5) All courses submitted for consideration under this policy must be Kean University courses. No transfer credit can be considered in the recalculation of the GPA. (Transfer credit is not included in Kean University GPA.)
- 6) Students may neither repeat a course for grade recalculation after graduation nor submit a Request for Grade Recalculation after graduation.

Return signed form to the Office of the Registrar or email to regme@kean.edu. Once processed, grade recalculations can be viewed in KeanWISE on your unofficial transcript or degree progress.

Student Acknowledgement:

I certify that I understand the provisions of the repeat policy above.

Student's Signature

Date

Student First Name

Student Last Name

Kean ID Number

Email Address

Phone Number

Anticipated Graduation Date (mm/yy)

How many grade recalculations have you already obtained prior to Fall 2024:

None. This is my first. One Two Three Four

Course and Grade to <u>Exclude</u> from GPA						Repeated Course and Grade to <u>Include</u> in GPA					
Term	Subject	Course	Course Title	Credits	Grade	Term	Subject	Course	Course Title	Credits	Grade
Example: 21/FA	Example: ENG	Example: 1030	Example: College Composition	Example: 3	Example: D	Example: 24/SP	Example: ENG	Example: 1030	Example: College Composition	Example: 3	Example: A

Please deliver this completed form to the Office of the Registrar, Kean Ocean Administration Office or email this form to regme@kean.edu.