Deanship of Admissions & Registration

Office of the Registrar

GRADUATION CLEARANCE FORM – B

(For internal use only)

(To be used only if a graduating student's cumulative GPA is less than 2.00 and recalculation is needed)

To: Chairman, _____

I am graduating in the term _____, but my cumulative GPA is less than 2.00. I would therefore like my cumulative GPA to be recalculated by disregarding old "D/F/WF/DN" grades for the following courses (for a maximum of 24 credit hours) I repeated as given below:

COURSES REPEATED		CREDITS	OLD			NEW	
ALPHA	NUMERIC		GRADE	QP	TERM	GRADE	TERM
TOTAL CREDITS:							

Total Quality Points:_____ Total Graded Credit Hours:_____GPA:_____

_____ _____ _____

Student Name Student No. Signature & Date

To: The Registrar

The above student's request meets the minimum graduation requirement (i.e., the recalculated GPA = 2.00). He is recommended for graduation. The graduation term is:_____ .

Dept. Stamp

_____

Chairman's Signature & Date

$$\textit{ADJUSTED GPA} = \frac{\textit{Total Quality Points} - \textit{Quality Points from F/D/WF/DN Grades}}{\textit{Total Grade Cr Hrs - Total Cr Hrs for Courses Repeated}} =$$

_____

Registrar's Concurrence