



Registrar's Office Request for GPA Adjustment Form

Student Name: _____ ID: _____

School/College: _____ Major: _____

Repeated Courses Policy:

When undergraduate students repeat courses, they can request to have only the grade for the final attempt used in calculating their GPA. THE COURSE REPEAT POLICY WILL NOT AUTOMATICALLY BE APPLIED TO A STUDENT'S GPA. After completing a retaken course, a student must submit a REQUEST FOR GPA ADJUSTMENT FORM to his/her academic advisor. The recalculation of a student's GPA is reflected only in the calculation of that student's current cumulative GPA and will not retroactively affect calculations for dean's list, graduation and honors, eligibility for financial aid and veterans' benefits and scholarships, athletic eligibility, discounts for insurance, or any other area.

- The GPA recalculation policy is applicable only to undergraduate students who repeat a course in which they earned a D+ or less and in which academic dishonesty was not involved.
- Students can only replace grades if the original and the repeated course are taken at UMKC.
- Repeated courses must be taken Fall 2007 or later.
- Repeated courses may not be taken on a CR/NC basis.
- Original grades cannot be replaced with a 'W', 'WF', 'I', or 'T.'
- No more than 15 semester hours can be dropped from the calculation of a student's GPA by repeating course work.
- Requests approved for GPA recalculation will prefix the original grade with an "R." Transcripts will note that such grades are excluded from GPA calculations.

Please refer to the appropriate School or College section of the undergraduate catalog for information on specific rules for course repeats. Some academic units may have more stringent requirements on course repeats.

Original Course Information	Repeated Course Information
Term/Year: _____	Term/Year: _____
Course: _____ (e.g. MATH 110)	Course: _____ (e.g. MATH 110)
Instructor: _____	Instructor: _____
Grade: _____ Course Credit Hours: _____	Grade: _____ Course Credit Hours: _____

I hereby state that there was no known academic dishonesty in either attempt of this course.

____ Student initials

Student Signature Date

Academic Advisor/Department Signature Date

Completed GPA Adjustment Forms are required to be submitted by an academic unit representative to:
 UMKC Registrar's Office
 115 Administrative Center
 5100 Rockhill Road
 Kansas City, MO 64110
 816-235-5513 (fax)

For Office Use Only:

Academic Dishonesty Check
 Valid Original Course Grade
 Valid Repeated Course Grade
 Processed by: _____
 Date: _____