



GRADUATE CARE POLICY APPLICATION

Graduate Care Policy: Persons seeking admission to the College of Graduate Studies who have not taken graduate courses for at least six years and who have grades of “D” or “F” in previous graduate courses for at least six years and who have grades of “D” or “F” in previous graduate courses may appeal to the graduate dean for consideration within the CARE (Credentials Analysis and Re-Evaluation) Policy. Appeals will be granted only in cases where special circumstances exist. Courses and grades will remain on the student’s transcript but all semester grades and hours earned will neither be calculated into the GPA nor counted as credit toward a graduate degree. Only one semester of graduate course work may be removed from the GPA calculation, and all credit that was earned during that semester will be lost.

Graduate Student Information			
Last Name:	First Name:	MI:	
Banner ID #:	Telephone #:		
Street Address:	City:	State:	Zip:
Date:			

The courses for which this action is requested were taken during the term: _____

Course	Credits	Grade

Student Signature _____ Date _____

Dean of the College _____ Date _____
Signature signifies approval

Office of the Registrar

Action entered on transcript _____ Date _____

Initial OTR _____