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## CARE POLICY APPLICATION

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Student ID \_\_\_\_\_

Address \_\_\_\_\_

Under the provisions of the policy on Credential Analysis and Re-evaluation (CARE), I request that the grades for courses listed below be marked on my transcript and that they be excluded from consideration in the calculation of my Grade Point Average (GPA). The courses for which this action is requested were taken during the term: \_\_\_\_\_ taken at higher education institution \_\_\_\_\_

Course	Credits	Grade

The student's permanent record will remain a record of all work; however, up to 18 credit hours taken with earned grades of "D" and "F" during all terms beginning within a continuous 365 day window will be excluded from the calculation of the QPA/GPA. QPA/GPA and credit hours will reflect courses for which passing grades were earned and retained.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Major Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean of the College \_\_\_\_\_ Date \_\_\_\_\_

*Signature signifies approval*

<b>Office of the Registrar</b>	
Action entered on transcript	Date

cc: Dean of the College

--revised 4/4/16