



**GRADUATE CARE POLICY APPLICATION**

**Graduate Care Policy:** Persons seeking re-admission to the College of Graduate Studies who have not taken graduate courses for at least three years and who have received grades of “C,” “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. Requested courses and grades will remain on the student’s transcript; however, the courses considered under this policy will neither be calculated into the GPA nor counted as credit toward a graduate degree. Up to 15 hours of graduate course work (these can be earned in multiple semesters) may be removed from the GPA calculation.

Graduate Student Information			
<b>Last Name:</b>	<b>First Name:</b>	<b>Banner ID:</b>	
<b>Email:</b>	<b>Phone:</b>		
<b>Street Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Program of Study:</b>			

Courses Requested for this Action			
Course	Semester & Year Taken	Grade	Credits

*I request that the above-listed courses be removed from my GPA calculation. I understand that these courses will not count toward a graduate degree at APSU.*

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

Approved      Not Approved

**Signature, Dean of CoGS** \_\_\_\_\_ **Date** \_\_\_\_\_

**Office of the Registrar**

Date \_\_\_\_\_ Action entered on transcript \_\_\_\_\_

Initials, Registrar’s Office \_\_\_\_\_