

REQUEST FOR GPA UPDATE

Please complete the information requested below and return the signed form to the Records Office at:

Adams State College
Alamosa, CO 81102

Richardson Hall, 188

Phone: 719/587-7321
Fax: 719/587-7416

This form must be submitted due to the federal student privacy act that requires a student signature to protect student record privacy. Please see the ASC Student Handbook for more details.

NAME: Please print/ First, Middle, Last _____

Student ID Number _____

*****I HAVE REPEATED THE FOLLOWING COURSE(S) AND REQUEST THAT MY TRANSCRIPT AND GRADE POINT AVERAGE BE UPDATED TO REFLECT THE CHANGE(S):***

(The hours of a repeated course count only once and the most recent grade is calculated in the grade point average. A repeat does not remove the repeated course from the academic transcript; it is indicated on the transcript as an "E" next to the repeated course, which indicates it has been excluded from the GPA.)

COURSE NUMBER
(e.g. Eng 101)

COURSE NAME
(e.g. Comm Arts I)

SEMESTER COURSE WAS
ORIGINALLY TAKEN

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Student Signature (Required) _____

Date _____

MAILING ADDRESS: (To which the Records Office may send you an updated copy of your transcript)

***** A course or courses taken at another institution may not replace a grade for courses taken at ASC. With the approval of the department chair of your major, the course may substitute for a required course.***

Repeat course(s) taken through Extended Studies must be approved for exclusion from GPA by the Assistant Provost for Academic Affairs.

Approved: _____ Date: _____