



Office of the University Registrar
 116 Alfred B. Rollins, Jr. Hall
 Norfolk, VA 23529
 757-683-4425 FAX: 757-683-5357

RECORD EVALUATION FOR ADJUSTED RESIDENT CREDIT

Full Name *(Please Print)*: _____

Social Security Number: _____
(or student ID number)

Address: _____

Daytime Phone: _____

Dates Separated from the University: (from) _____ (to) _____

I would like to exercise my option to have my previous work at Old Dominion University adjusted so that it is equivalent to that of a student admitted as a transfer student ("Adjusted Resident Credit"). I understand that this evaluation of my records will be conducted for my review and approval prior to any change of my academic record. In addition, I agree that the following conditions have been met:

- I was separated from Old Dominion University for a period of at least twelve (12) calendar months;
- Prior to my one year absence, my grade point average was less than 2.00;
- Since my return to Old Dominion University, I have earned a cumulative 2.00 grade point average on the first twelve (12) graded hours attempted. (Pass/fail courses do not count in the ARC evaluation);
- I have a cumulative 2.00 or higher grade point average on all work completed since my return to Old Dominion University;
- I must complete more than 30 credits at Old Dominion University to be eligible for a degree, including twelve hours of upper-level courses in the department of my declared major.

Signature *Date*

NOTE: An Adjusted Resident Credit evaluation will be prepared as a result of this request. In addition to your signature, the evaluation requires the signature of your advisor and the Dean of your College before your academic record will be adjusted. You will be contacted by telephone when the evaluation is ready for you to pick up.

The complete policy regarding Adjusted Resident Credit is published in the University Catalog under the heading "Adjusted Resident Credit." Students seeking to use this policy should review the complete policy before submitting this request.

FOR OFFICE USE ONLY: Date Received: _____ Received by: _____