

Course Grade Removal from Cumulative GPA

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This form is used to request removal of expired course grades and change of major course removal from the calculation of a given student's cumulative GPA. Courses will, however, still appear on the student's transcript. Existing grades for these courses will have an "X" assigned with the letter grade. (See the [graduate catalog](#) for more information.)

I am requesting course grade removal given the following (check the appropriate box that applies.)

- ☐ Removal of Previous Grades After Change of Major
☐ Expired Course Grade Removal

Enter the year(s) and semester(s), in list or range form, of graduate courses *eligible* for grade removal:

Semester	Year	Courses (Enter "All" if all courses are to be deleted for the given semester.)

Student Name (Print and Sign)

U Number

Academic Program

Degree Completion Plan In Place ☐ Yes ☐ No

Approvals:

Student's Advisor (Print and Sign)

Date

Department/Program Chair (Print and Sign)

Date

College Director of Graduate Studies (Print and Sign)

Date

TO BE COMPLETED BY THE REGISTRAR'S OFFICE

Student Record Updated By:

Registration and Records Staff Member (Print and Sign)

Date