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