OFFICE OF THE REGISTRAR

First Year Grade Exclusion Request

TEXAS A&M UNIVERSITY

This form can be filled out with Adobe Acrobat and then printed for signatures. Upon completion, this form should be returned to Texas A&M University, Office of the Registrar, Records Section, P.O. Box 30018, College Station, TX 77842-3018.
Any questions may be directed to 979-845-1003 or records@tamu.edu.

SID	Last Name	First Name	Middle	Major	Class

Are you a degree candidate for the semester? ☐ Yes ☐ No

***Important:** First Year Grade Exclusion requests for degree candidates must be received in the Office of the Registrar not later than 5 p.m. the day midterm grades are due when the student is graduating in a fall or spring semester; not later than 5 p.m. Friday of the 3rd week of class for the second summer session when the student is graduating in August.*

Grade Exclusion Policy

1. An undergraduate student who entered as "first time in college*" may elect to have grades of D, F, or U in a maximum of three A&M courses for which he/she enrolled within 12 months of the first date of enrollment excluded from his/her undergraduate degree and cumulative GPA calculation. All courses will remain on the official transcript. **Only currently enrolled students may invoke first-year grade exclusion.**
2. ***Grades for courses in which the student was found to have committed academic dishonesty as recorded by the Aggie Honor System Office cannot be excluded, whether or not the student completed remediation.***
3. An excluded course may not be used to satisfy degree requirements unless it is repeated for an acceptable grade.
4. ***Once a course has been excluded from the GPA calculation, a student will not later be permitted to have the exclusion removed or otherwise changed.***
5. First-year grade exclusion cannot be invoked after a baccalaureate degree has been conferred upon the student.
6. Courses for which grades have been excluded will be counted as attempted hours when determining eligibility for tuition rebates, calculating excess credit hours, and determining third-time repeats.
7. Grade exclusion can affect classification if excluding a course lowers total completed hours below 30, 60, or 90 hours.
8. Courses for which grades have been excluded will not be taken into account when determining eligibility for a change of major, certain academic scholarships, or other achievement-based awards. However, non-university scholarship committees may recalculate the GPA to include such grades.
9. Courses excluded under this policy are NOT excluded when determining whether a student is meeting satisfactory academic progress requirements (hours completed) for federal financial aid programs.
10. **While excluded courses will not be factored into the Texas A&M University GPA, students should be aware that employers, professional schools (including professional schools that are a part of Texas A&M University), undergraduate schools to which A&M students may seek to transfer, and graduate schools may recalculate the GPA to include such grades.**
11. Students seeking grade exclusion must receive signatures from the following, as appropriate:

- Athletic Department

Signature ..... Date .....

- Student Financial Aid

Signature ..... Date .....

I have read and understand the Grade Exclusion Policy outlined above and wish to request exclusion of the grade for the following course(s).

Dept.	Number	Section	Hours	Grade	Semester	Year

Student signature ..... **Date** .....

Academic Advisor signature ..... **Date** .....

*** First Time in College:** an undergraduate student who applied and enrolled for the first time at TAMU, regardless of whether the student has acquired college level credit through testing, advanced placement, or summer enrollment.

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OAR 12/2010