TEXAS A&M UNIVERSITY
OFFICE OF THE REGISTRAR
First Year Grade Exclusion Request

UIN	**Last Name**	**First Name**	**Middle**	**Major**	**Class**

Are you a degree candidate for the current semester? _____Yes _____No

IMPORTANT: ***First Year Grade Exclusion requests for degree candidates must be received in the Office of the Registrar not later than 5pm the day midterm grades are due when the student is graduating in a fall or spring semester; not later than 5pm 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 GPR 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 GPR 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 95 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.
9. Courses excluded under this policy are NOT excluded when determining whether a student is meeting satisfactory academic progress requirements (hours completed) for federal and state financial aid programs.
10. While excluded courses will not be used in calculating the A&M cumulative GPR, students should be aware that employers and graduate and professional schools may recalculate the GPR to include such grades.
11. Students seeking grade exclusion must receive signatures from the following, ***as appropriate***:
    - Athletic Department Signature: _____ Date: _____
    - Office of Honors Programs and Academic Scholarships 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, degree-seeking student who applied and enrolled in college for the first time regardless of whether the student acquired college level credit through testing, advanced placement or summer enrollment.*