

UNDERGRADUATE EXCLUSION FORM

Please print clearly

Student Name: _____ ID Number: _____

Major Course Exclusion

Undergraduate courses excluded from the GPA based upon an approved change of major or readmission to a new major for matriculated students. Policy **effective 2011** Fall and approved October 2011 by UCRC. Confirm the change of major has been processed via SPACMNT in Banner before submitting this form.

New Major: _____ - _____ Old Major: _____

Major Change Term: _____

All non-GER courses from the old major must be excluded per CAA December 2011. Do not exclude any course that is part of the new major requirements.

| Course ID | Term / YEAR | Grade | Credits | Comments |
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Advisor's Name & Signature _____ Date _____

Dept. Chairperson's Signature _____ Date _____

FOR OFFICE USE:

Date Received: _____

Date Posted on Record and comment noted in Banner: _____ By _____

Note: Scan and e-mail or deliver form to Office of the Registrar. **Do not have student deliver form.**

Process time is minimum two weeks upon receipt. Please contact advisor for any information regarding this form.