NJIT New Jersey's Science & Technology University

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: _____

☐ Graduation Course Exclusion

Additive credit courses may be excluded from the calculation of the cumulative GPA requirements for graduation. Additive credit courses are those that were completed but do not apply to the requirements for the degree.

Graduation Term: _____

Note: W grades are not excluded.
All non-GUR 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

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.