OFFICE OF THE GRADUATE DEAN

Petition to Exclude Graduate Course Grade(s) from Cumulative GPA

Name: ______________________________________  RU I.D. # __________________________
Telephone: _____________________________  Email: _________________________________

Graduate Program or Department: ___________________  College: ________________________

Course(s) to be excluded from GPA Calculation:
1. ____________________ Semester ____________ Grade: _____
2. ____________________ Semester ____________ Grade: _____

Reason for exclusion of course(s) from cumulative GPA:
_____ Course(s) does/do not count toward the degree I am currently seeking.
_____ Course(s) is/are an elective and not required for graduation.
_____ Course(s) is/are required for degree completion and will be retaken: Semester: _______ Year: _______
                                    Semester: _______ Year: _______

The course(s) has/have been or will be replaced by the following course(s): ____________________  ____________________

Notes:
  a) Courses excluded from the cumulative GPA do not count towards degree completion.
  b) No more than two courses (7 credit hours) may be excluded from the cumulative GPA (except in extenuating circumstances.
  c) This petition must be approved by the Graduate Advisor (see below).

I am the advisor of this student and approve the deletion of the course grade from the student’s cumulative GPA.
Advisor’s name (please print): __________________________________________________________

________________________________________  __________________________________________
Signature                                   Date

Please attach student transcript or Banner printout to this form and sign each page.

Approval of Graduate Dean

________________________________________  __________________________________________
Signature                                   Date

cc: Registrar, and Graduate Advisor or Program Chair