



Office of the Registrar  
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 www.wmich.edu/registrar

# Undergraduate GPA Revision Request for Change of Major

Undergraduate students who have not yet received a bachelor's degree may apply for a **one-time** grade point average (GPA) revision when changing their major to one in a different department. If approved, a maximum of five courses may be removed from the student's GPA.

**Please print clearly**

Student Name (Last):	(First):	(M.I.):	WIN:
Previous Major:		New Major:	

### GPA revision criteria:

- The course(s) must be taken within the first 55 hours of attempted credits at WMU.
- The course(s) were from a declared major, prerequisite or cognate.
- A grade of "E" or "X" was earned. No other grades may be considered for GPA revision.
- There is no finding of responsibility for academic integrity violation in the course(s).

\*A notation will appear on your transcript stating that you have been granted academic forgiveness.

**Please print clearly**

Term	Course	Grade

### Important: please read and sign

I acknowledge that I meet the criteria listed above and would like to request that a GPA revision be applied to my Western Michigan University record. I understand that I will not be eligible for a tuition refund. I am aware the grade(s) will continue to appear on my transcript, even though they have been removed from my GPA.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Approval:

Director of Advising for new major: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office of the Registrar use only</b>
Processed by: _____
Date: _____