



Office of the Registrar
 1903 W. Michigan Avenue
 Kalamazoo, MI 49008-5256
 (269) 387-4300
 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).

* The notation, 'GPA Revision for Change of Major' will appear on your transcript.

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: _____

Office of the Registrar use only
Processed by: _____
Date: _____