



Application for Non-Use of Grades and Credits

PLEASE COMPLETE AND RETURN FORM TO THE REGISTRAR'S OFFICE.

Student Name: _____ Student ID#: _____ LSC Box #: _____

Former Major _____ New Major* _____

Former Advisor _____ New Advisor _____

Semester and Year Change of Major: Fall 20____ Spring 20____ Summer 20____

Non-Use of Grades and Credits Policy

**Note: Use this policy only when changing majors, not when changing concentrations within a major.*

With the approval of the new academic advisor and Academic Standards Committee, a student may choose to exclude selected grades earned at the college from the computation of the cumulative grade point average.

This request may be made:

- ❖ Only when changing majors;
- ❖ For courses which are required in the former major but are not required in the new major; and
- ❖ Only once in the Vermont State College academic career

Applying this policy also means:

- ❖ The credit earned in whose grades are not used will be lost;
- ❖ The new resulting grade point averages shall not retroactively affect probation and dismissal status; and
- ❖ The original record of courses, grades, and credits will remain on the transcript with a notation of their non-use.

Course Number & Title	Semester & Year Taken	Grade

Any new cumulative grade point average, which results from this request will become effective upon approval of this application by the Academic Standards Committee.

New Advisor's Signature

Date

Student's Signature

Date

Academic Standards Committee Signature

____/____/____
Date

Approved _____ Denied _____

Rationale for decision: _____

