GRADE EXCLUSION FORM

This policy is applicable to former students enrolled in any undergraduate program at the university who:

1. Have not enrolled at VCU for five years or more
2. Are now entering an undergraduate program
3. Earn at least a 2.0 GPA on the first 12 semester hours completed upon return

Under this policy, eligible students may request that D and F grades previously earned at VCU be excluded from their total credits earned and GPA computation for the purpose of meeting scholastic continuance and graduation requirements.

All earned grades, including those excluded D and F grades, remain on the student's academic record. Excluded grades must be approved by the student's major department chair and by the dean of the school.

Initiating the grade exclusion option will not result in a change in previously earned academic statuses (warning, probation, suspension). Grades of DN and FN indicate that the letter grade is not computed in the GPA.

The grade exclusion policy may be used only once during a student's enrollment at VCU and cannot be revoked by the student after approval is granted. A student who chooses to use this policy must do so before the awarding of his or her undergraduate degree.

Name _____ | | | | | | | | | |

Last First MI Student ID Number

Major _____ Date of Application_____

Primary endeavor since attending VCU:

_____

_____

Course(s), grade(s) and semester(s) for which exclusion is sought:

Course_____ Grade_____ Sem_____ Course_____ Grade_____ Sem_____

Course_____ Grade_____ Sem_____ Course_____ Grade_____ Sem_____

Course_____ Grade_____ Sem_____ Course_____ Grade_____ Sem_____

Course_____ Grade_____ Sem_____ Course_____ Grade_____ Sem_____

☐ Approved
☐ Not Approved

_____
Department Chair

_____
Date

☐ Approved
☐ Not Approved

_____
Dean

_____
Date

VCU Division of Strategic Enrollment Management
VIRGINIA COMMONWEALTH UNIVERSITY

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