

VERMONT TECH

Office of the Registrar

NON-USE OF GRADE REQUEST

One time in a VSC academic career, a student who is changing schools or programs may, with the proper approval(s), have selected grades excluded from the calculation of his or her cumulative GPA.

The student must have had at least one term and 6 credits or more of satisfactory academic progress (a term GPA of 2.00 or better) following the last term for which grades are to be ameliorated. Previous grades will not be removed from the transcript, but will be excluded from the cumulative GPA calculation from that term forward.

This amelioration policy does not apply to courses used as part of any diploma, certificate or degree already awarded or to courses considered "elective" at the time they were taken.

Student Name: _____ ID: _____

Former Program: _____ Current Program: _____

Term admitted to new program: _____

I request that the Non-use of Grade policy be applied to the following courses:

<u>Course & Title</u>	<u>Term taken</u>	<u>Approval/Comment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Department Chair/Director: _____
(print) (signature)

Academic Dean: _____
(signature) (date)

Registrar: _____
(signature) (date)

OFFICIAL USE ONLY

STAC updated Checked