

First Year Grade Exclusion Request

This form can be filled out with Adobe Acrobat and then printed for signatures. Any questions may be directed to the Office of Records or records@qatar.tamu.edu

 UIN Last Name First Name Middle Major Classification

GRADE EXCLUSION POLICY

1. An undergraduate student who entered as “first time in college*” may elect to have grades of D, F, or U in a maximum of three A&M courses for which he/she enrolled within 12 months of the first date of enrollment at Texas A&M University at Qatar after high school graduation excluded from his/her undergraduate degree and cumulative GPR calculation.
2. ***Grades for courses in which the student was found to have committed academic dishonesty as recorded by the Aggie Honor System Office cannot be excluded, whether or not the student completed remediation.***
3. An excluded course may not be used to satisfy degree requirements unless it is repeated for an acceptable grade.
4. ***Once a course has been excluded from the GPR calculation, a student will not later be permitted to have the exclusion removed or otherwise changed.***
5. If a student chooses to exercise this option, he/she must do so before the official deadline, as defined in the Academic Calendar, for applying for baccalaureate degrees to be conferred at the end of his/her final semester. First-year grade exclusion cannot be invoked after a baccalaureate degree has been conferred upon the student.
6. Courses for which grades have been excluded will be counted as attempted hours when determining eligibility for tuition rebates, calculating excess credit hours, and determining third-time repeats.
7. Grade exclusion can affect classification if excluding a course lowers total completed hours below 30, 60, or 95 hours.
8. Courses for which grades have been excluded will not be taken into account when determining eligibility for a change of major, certain academic scholarships, or other achievement-based awards.
9. Courses excluded under this policy are NOT excluded when determining whether a student is meeting satisfactory academic progress requirements (hours completed) for the Qatar Foundation Financial Aid Program and/or TAMUQ Scholarships.
10. While excluded courses will not be used in calculating the A&M cumulative grade point average (GPA) students should be aware that employers and graduate and professional schools may recalculate the GPA to include such grades.
11. Courses excluded under this policy may affect the Qatar Foundation financial aid award and/or your Sponsorship and/or your TAMUQ Scholarship award. Please check with your agency official to determine its impact.

I have read and understand the Grade Exclusion Policy outlined above and wish to request exclusion of the grade for the following course(s).

Dept	Number	Section	Hours	Grade	Semester	Year

Student Signature: _____

Date: _____

Academic Advisor Signature: _____

Date: _____

Office of Records Signature: _____

Date: _____