UNIVERSITY OF MARYLAND EASTERN SHORE

UNIVERSITY OF MARYLAND EASTERN SHORE
School *of* Graduate Studies

Request to Exclude Undergraduate Prerequisite Course Grade From The Cumulative-GPA Computation

Policy on Prerequisite Courses and Computation of GPA (Graduate Catalog, 2005-2007, pp. 26, 27)

Depending on the program of study, prerequisite courses may be required to satisfy conditions of Provisional admission status or for preparation and understanding of advanced graduate level courses. Prerequisite courses that are undergraduate numbered do not provide graduate credit and do not count toward the course credits required to graduate from a graduate degree program at UMES. Graduate students satisfying undergraduate numbered prerequisite courses must earn a letter grade of "C" or better in the course unless a graduate program/department stipulates a higher grade.

A graduate student, however, may request that prerequisite undergraduate course grade be excluded from being computed in the cumulative grade point average (CUM-GPA) of his/her graduate record.

Therefore, I _____ request _____
(NAME) (COURSE & NUMBER)

taken in _____ which was a prerequisite course as a condition of my
(SEMESTER/SESSION)

Provisional Admission to the _____,
(NAME OF GRADUATE PROGRAM)

and which the condition has been satisfied by review of the unofficial transcript, that the prerequisite course grade be excluded from being computed in the cumulative grade point average (CUM-GPA) of my graduate record.

_____ _____ _____
STUDENT'S SIGNATURE DATE ID NUMBER

_____ _____ _____
ADVISOR'S NAME (PLEASE PRINT) SIGNATURE DATE

Approval: _____ _____
SCHOOL OF GRADUATE STUDIES DATE

Recorded: _____ _____
REGISTRAR DATE