Western Michigan University
Faculty Senate
Memorandum of Action
MOA – 18/05
Creation of Undergraduate GPA Revision Policy

Name of Council(s)/Committee(s):
Professional Concerns Committee

RECOMMENDATION:
The Professional Concerns Committee recommends the creation of a one-time GPA Revision policy for students who change major to a major in a different department or academic unit.

Robert Eversole, Chair, Professional Concerns Committee
Date:

☑ Approve □ Disapprove □ Other Action
Comments: On behalf of the Faculty Senate, amended MOA-18/05 was approved by the Faculty Senate Executive Board on 4/26/19.

Richard A. Gershon, WMU Faculty Senate President
Date

☑ Approve □ Disapprove □ Other Action
Comments:

Jennifer P. Bott, Provost and Vice President for Academic Affairs
Date

☑ Approve □ Disapprove □ Other Action
Comments:

Edward B. Montgomery, WMU President
Date
Western Michigan University
Faculty Senate
Memorandum of Action

MOA-18/05
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Name of Council(s)/Committee(s):
Professional Concerns Committee

Approval Date:

Implementation Date:
Upon Administrative Approval

RECOMMENDATION:
The Professional Concerns Committee recommends the creation of a one-time GPA Revision policy for students who change major to a major in a different department or academic unit.

Robert Eversole, Chair, Professional Concerns Committee

Approved by the Faculty Senate on December 6, 2018

Richard A. Gershon, WMU Faculty Senate President

Jennifer P. Bott, Provost and Vice President for Academic Affairs

Edward B. Montgomery, WMU President
Western Michigan University
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RATIONALE
Western Michigan University currently has mechanisms in place for students who do not perform up to their potential. Students can repeat a limited number of courses and replace the grade that they previously earned. Students who find themselves in more difficulty have the opportunity to apply for academic forgiveness after spending four years away from the university; this policy allows students to remove a limited and defined number of credit hours of E or X from their grade point average calculation.

The existing WMU policies do not adequately address the situation of a student who finds that they lack the skills and abilities required to successfully complete the major they first selected when starting their undergraduate studies. Students who find themselves in this situation cannot successfully repeat challenging courses, as the reason they were not successful was not due to a lack of effort, but to a lack of skills and abilities. In many cases, these students can successfully complete the requirements for a different major, but are at a disadvantage because of courses on their transcript from their first major negatively influence their GPA.

The impact of courses in the previous major can limit these student’s career or graduate school options. For these students, their major only mistake was that they were pursuing a major that they were not capable of completing. If these students had started at another institution, WMU would not include the courses from that institution in their grade point calculation. As these students started at WMU, the only way they can get a “fresh start” in a new major is to leave the University for four years and apply for academic forgiveness, or to transfer to a new university.

RECOMMENDATION
The Professional Concerns Committee recommends the creation of a one-time GPA Revision policy for students who change major to a major in a different department or academic unit.

PROPOSED LANGUAGE
Add the following language to the Undergraduate Catalog in the section Academic Regulations, after Repeated Course:

GPA Revision for Change of Major
Undergraduate students may apply one time for a GPA Revision when changing a major. GPA Revision allows the student to request that up to three courses may be removed from the GPA Calculation. The courses must be from a declared major, prerequisite, or cognate in that major where the grade of E or X was earned. The courses also must be taken in the student’s first three semesters at WMU. No other courses or grades may be considered for GPA Revision.

Undergraduate students seeking a GPA revision for a change of major must meet the following additional criteria:
- Have not earned a bachelor’s degree from Western Michigan University
- Have not previously received GPA revision for a change of major
- The new major must be in a different department or academic unit
Additional **specific** requirements for a GPA Revision are:

- A maximum of three courses may be removed from the students' GPA calculation, including repeats of the same course.
- Courses where there is a finding of responsibility for an academic integrity violation may not be removed from the GPA calculation.
- The credits earned for these classes will also be removed from the student's academic record.
- There will be no refund of tuition or fees for courses removed from the GPA Revision.
- All grades will remain on the official transcript and will not be calculated in the GPA or credits earned. However, the course work will still count towards the maximum timeframe for Satisfactory Academic Progress.
- The office of Financial Aid will determine how the proposed GPA revision impacts Satisfactory Academic Progress.

Students requesting a GPA Revision **must** should contact the director of advising for the college in which the new major resides and **obtain approval for the transfer**.

**PROCEDURES**
The attached form is recommended for implementation of the GPA Revision policy.
Undergraduate GPA Revision Request for Change of Major

Undergraduate students seeking a grade point average revision for change of major must meet the following criteria:

- Have not earned a bachelor’s degree from Western Michigan University
- Have not previously received GPA revision for change of major
- The new major must be in a different department or academic unit

**Please print clearly**

<table>
<thead>
<tr>
<th>Student Name (Last):</th>
<th>(First):</th>
<th>(M.I.):</th>
<th>Date of Birth:</th>
<th>WIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
<td>State:</td>
<td>Zip Code:</td>
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</tbody>
</table>

**Previous Major (Banner Code and Title)**

**New Major (Banner Code and Title)**

**Terms of GPA revision for change of major:**

- A maximum of three courses **taken within the first three semesters of attendance at WMU** may be removed from the students GPA calculation, including repeats of the same course **as long as those courses are from a declared major, prerequisite, or cognate in that major where the grade of E or X was earned. No other courses or grade may be considered for GPA Revision.**
- Courses where there is a finding of responsibility for an academic integrity violation may not be removed from the GPA calculation.
- The credits earned for these classes will also be removed from the student’s academic record.
- There will be no refund of tuition or fees for courses removed from the GPA Revision.
- All grades will remain on the official transcript and will not be calculated in the GPA or credits earned. However, the course work will still count towards the maximum timeframe for Satisfactory Academic Progress.
- The office of Financial Aid will determine how the proposed GPA revision impacts Satisfactory Academic Progress.

**Please print clearly**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
<th>Grade</th>
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**Approval from Director of Advising for New Major**

Signature: ____________________________ Date: ____________________________

**Important ~ please read and sign.**

I am requesting that a GPA revision be applied to my Western Michigan University transcript. I acknowledge that I meet the criteria for GPA Revision and accept the terms listed above.

☐ I affirm that there were no findings of responsibility for an academic integrity violations for any of these courses.
Approval from Financial Aid

☐ Granting the student a GPA Revision as detailed on the front of this form may impact the student’s academic progress in the following manner:

Signature: ________________________________ Date: __________________

Return completed form to:
Registrar’s Office
1903 W. Michigan Avenue
Kalamazoo, MI 49008-5256

Office of the Registrar Use Only
☐ No Academic Integrity Violations
☐ Approved
☐ Denied
Processed by: