NOTE: This form is to accompany ALL student requests for grade forgiveness. Students must meet with an academic adviser and with a representative of Student Aid in preparation of completing this form after a grade has been posted for a repeated course. This form will be submitted to your academic adviser.

IMPORTANT CONSIDERATIONS:
When a grade is omitted through this policy:
- The adjusted GPA calculation cannot be reversed
- The credits remain under attempted (all instances of a given course appear in attempted)
- All attempted instances of a course and grade remain visible on the transcript
- A course for which a grade is being forgiven will not be included in the GPA Units and Earned credit totals (in effect, this will impact the GPA in the same way as a retroactive late-drop)
- A notation will be added to the transcript indicating the courses for which a grade has been omitted from the GPA calculation.
- It does not automatically alter prior academic decisions (such as Entrance to Major and scholarship program eligibility), but colleges and programs can establish their own process and criteria for students to request a review of their eligibility after grade forgiveness.
- It does not prevent subsequent graduate or other professional programs from calculating a Grade Point Average based on all grades posted to an official transcript.

Grade forgiveness will not change the Academic Standing of a previous semester. A petition for an immediate stay of academic suspension would be the appropriate way to manage this type of situation.

I. STUDENT INFORMATION
Name: ___________________________    PSU ID: ___________________________    Semester Standing: _________
Major: ___________________________    E-mail: ___________________________    Phone: ___________________________

II. INFORMATION ON COURSE GRADE BEING FORGIVEN
Semester: _________    Course Subject: _________    Course Number: _______    Grade Posted: _______

III. INFORMATION ON COURSE TO BE USED IN GRADE CALCULATION
Semester: _________    Course Subject: _________    Course Number: _______    Grade Posted: _______

I have read, understand, and agree to the terms and conditions of the Grade Replacement Policy.

Student Signature: ___________________________    Date: ___________________________

------------------------------------------ FOR COLLEGE USE ONLY ------------------------------------------

Eligibility Criteria
- Student has not used more than 12 credits for Grade Forgiveness.
- Evidence that student has consulted with Student Aid.
- Evidence that student has consulted with an Academic Adviser.
- Credit, topic, and grade mode of the courses for the Grade Forgiveness request are the same.
- Student has not been awarded an undergraduate degree from the Penn State.

Eligible
Not Eligible

College Representative Signature: ___________________________    Date: ___________________________

*After College has signed the form, it is returned to the Office of the University Registrar.