

The Pennsylvania State University  
**Grade Forgiveness Request Form**

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**NOTE:** This form is to accompany ALL student requests for grade forgiveness. All students must consult with an academic adviser. Students who have received financial aid are strongly encouraged to meet with the Office of Financial Aid before submitting this request. International students on sponsorship are required to first meet with the Sponsored Relations Office in Global Programs. 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: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**II. INFORMATION ON COURSE GRADE BEING FORGIVEN**

Semester: \_\_\_\_\_ Course Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_ Grade Posted: \_\_\_\_\_

**III. INFORMATION ON COURSE TO JUSTIFY GRADE FORGIVENESS**

Semester: \_\_\_\_\_ Course Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_ Grade Posted: \_\_\_\_\_

Continued on next page.

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**IV. FINANCIAL AID IMPLICATIONS**

While a student at Penn State, have you ever received financial aid? Check yes or no. YES NO

If yes - Students with financial aid need to understand that attempted credits, completed/not completed credits, and course grade point average for any forgiven grade will continue to be used in the evaluation of a student's satisfactory academic progress review. Before submitting this request for grade forgiveness, you are strongly encouraged to consult with a representative of the Office of Financial Aid for an individual assessment if you have any questions about financial aid implications of this request.

*I have read, understand, and agree to the terms and conditions of the Grade Forgiveness Procedure.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Eligibility Criteria**

- This request will not take the student beyond the 12 credits allowed for Grade Forgiveness.
- Evidence that student has consulted with an Academic Adviser.
- Evidence that international sponsored student has consulted with the Office of Sponsored Programs
- Courses listed meet eligibility standards set by ACUE for Grade Forgiveness.
- Courses for Grade Forgiveness must be completed before conferral of the baccalaureate degree

**Eligible**

**Not Eligible**

College Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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