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: _______________________________  PSID: _______________________________
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: _______

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 Student Aid.
Evidence that student has consulted with an Academic Adviser.
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.