

Grade Forgiveness Petition (Undergraduate Students)

General Education Office
Academic Programs and 6 H U Y L F H V

Net ID _____

Term _____

Student Name _____
Last First

Undergraduate students are limited to three attempts at any one course for grade forgiveness, total units of grade forgiveness (units forgiven and averaged), and may not repeat a course for grade forgiveness in which the grade was "C" or better (see page 2 for details).

I am petitioning for the following exception to the grade forgiveness policy for the following course: _____.
(One course per petition)

I have reached the maximum number of units that I can repeat a single course for grade forgiveness (three attempts). I am requesting that I be permitted to exceed this limit for the following course(s).

I have earned a grade of C (2.0) or better in a course. I am requesting that I be permitted to repeat it for grade forgiveness, not grade averaging.

I have reached the maximum number of units that I can repeat for grade forgiveness () and grade averaging ().
I am requesting that I be permitted to exceed this limit () with the following course(s).

List all previous enrollments for each course:

Course Prefix/ Number	Course Title	Units	Term

Reason(s) for this request: _____

Student Signature (REQUIRED): _____ Date: _____

Submit the completed form Y L B P D W C H S H W L W L R Q V # F V X H D V W E D \ H G X.

For Office Use Only:

Course: _____ Approved for Forgiveness Approved for Averaging Denied

Course: _____ Approved for Forgiveness Approved for Averaging Denied

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Grade Forgiveness Information

Important Note: If students repeat a course the LAST grade earned will be used in the GPA calculation even if the grade is lower than prior attempts.

Limit on Repeat Attempts

Students are normally limited to three attempts (two repeats) at any one course for grade forgiveness. (Some departments may restrict grade forgiveness to only one repeat.) If you do repeat a course more than twice, the grade points of all subsequent repeats will be averaged, while the units earned for these subsequent attempts will not be counted. These units are counted as part of the 1 -unit limit of grade forgiveness that is averaged.

Repeating a course in which the original attempt was "C" or better

Students normally cannot renew a grade of "C" (2.0) or better. If you are given permission to repeat a class in which your original grade was a "C" or higher, grade points of all attempts will be used to calculate your grade point average, while only the units earned for the first attempt will be counted. All units for all repeated attempts of the course will be counted as part of the 1 -unit grade averaging limit. (For example: COMM 1000 passed with a C: Approval given to repeat the class. Student makes 2 more attempts to improve the grade. units will be deducted from the 1 units allowed for grade averaging.) or some example to make this clearer.

Total Units Permitted for Grade Forgiveness

Students are normally limited to units of Grade Forgiveness, of which will be forgiven and the additional 1 of which will be averaged.

After completing the units of grade forgiveness and grade averaging, students who require additional units may petition through their advisor (AACE, [EOP or EXCEL if member of program], GE, major).

The General Education Office will review all petitions for grade forgiveness. If approved, the office will also determine if the units will be grade forgiveness or grade averaging.