Request for Grade Forgiveness

(Grade forgiveness is granted only for C-, D+, D & F grades.)

Print Name______________________________________________ Today’s Date __________

I am repeating_________________________________________________________________________

Quarter _____________________ course was first taken. Grade __________
(Example: Fall 1999)

Quarter _____________________ course was/will be repeated.
(Example: Winter 2008)

Please forgive my earlier grade for this course. I understand that I cannot receive credit for this course twice, that my earlier attempt will reflect zero credits earned and will no longer affect my GPA, but that it will remain a part of my permanent transcript.

Signature __________________________ SID Number __ __ __ - __ __ - __ __ __ __

You can check your transcript on the web 4 to 5 weeks into the following quarter to verify grade forgiveness has been completed.

Submit to: Office of Admissions and Records

5/09 Graphic Arts