



Graduate Grade Forgiveness Form For the Grade Forgiveness Policy-Permission to Repeat a Graduate Course

A graduate student may repeat up to two courses in which they earned a grade of C or lower. The decision to repeat a course is made between the student and the advisor and must be approved by the Graduate Program Director for their respective program using the **Graduate Grade Forgiveness Form**.

To graduate, students must earn a minimum cumulative grade point average (GPA) set by the individual program. Except for those taken under the Graduate Forgiveness Policy, all courses will count toward the student's graduate-level GPA to determine academic progress and graduate within the established minimum cumulative GPA requirement. Each course may only be repeated once before receiving the degree, and the original (first attempt) grade will be disregarded in the GPA calculation. Only the grade earned when repeated will be used to determine the GPA, even if the grade for the second attempt is lower than the first attempt. However, the original grade will not be deleted from the student's academic record. Graduate Grade Forgiveness cannot be approved if the student received a grade of W when the course was repeated. Programs may prohibit students from repeating courses or petitioning for grade forgiveness.

Student ID Number: _____ **Date:** _____

Name (Last, First, Middle Initial): _____

Email: _____ **Phone:** _____

Graduate Program: _____

Number of hours completed in the program: _____

Number of credit hours currently enrolled: _____

Approximate Grade Point Average
GPA _____

Are you receiving any financial aid, scholarships or Veteran Benefits? _____

Have you requested a replacement appeal before? _____

Grade replacement is requested for the following course (please put CRN and Term):

The grade earned in the course: _____

	Approval Recommended	Approval <u>NOT</u> Recommended
<input type="checkbox"/> Academic Advisor _____		

Comments _____

	Approval Recommended	Approval <u>NOT</u> Recommended
<input type="checkbox"/> Program Director _____		

Comments: _____
