



Office of the Registrar

Grade Forgiveness Exception

If you are repeating a course and do not want the initial grade earned in the course to be excluded from your cumulative GPA, complete this form and get the signature of the dean's office of the student's major or the academic advising center, if the major is undeclared, prior to submitting it to the Registrar's Office. Please remember that grade forgiveness is allowed for no more than four courses during your academic career. **Please print.**

Last Name: _____ First Name: _____ Middle Name: _____

Banner ID Number: _____ Telephone Number: _____

ASU Email address: _____@email.appstate.edu

I am currently repeating the following course(s), but I do not wish to use grade forgiveness for the course(s):

Subject	Course number	Academic term in which Course was initially taken	Academic term in which course is being repeated
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_____	_____	_____	_____
_____	_____	_____	_____

Student Signature

Date

I approve this exclusion to the
Grade Forgiveness Policy.

Dean's Office/Advising approval

Date

DO NOT SUBMIT FOR PROCESSING WITHOUT ALL REQUIRED SIGNATURES.

NOTE: This form must be signed by the dean's office of the student's major or the academic advising center, if the major is undeclared, and submitted to the Registrar's Office **NO LATER THAN** the last date of drop/add for the term in which the course is being repeated. (FALL/SPRING semester – end of 5th day of courses; SUMMER SESSION – end of 2nd day of courses).

SUBMIT OPTIONS (after getting required signature of dean's office or academic advising center):

1. Email to the Registrar's Office via StudentRec@appstate.edu
2. Drop this form off in the Registrar's Office - Room 109 John E. Thomas Hall
3. Interoffice use only: upload form to "Registrar's Office File Imports" on M drive