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):

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course number</th>
<th>Academic term in which Course was initially taken</th>
<th>Academic term in which course is being repeated</th>
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________________________  ______________________
Student Signature          Date

I approve this exclusion to the Grade Forgiveness Policy.

________________________  ______________________
Dean’s Office/Advising approval          Date

Email Address/Phone of approver:

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. Mail to ASU Registrar’s Office
   John Thomas Building
   PO Box 32009
   Boone, NC 28608-2009

2. Drop this form off in room 109 of the Registrar’s Office in the John Thomas Building

3. Fax to the Registrar’s Office at (828) 262-6764