Grade Forgiveness Form

Complete this form for every course that is being taken for grade forgiveness. Have the student sign and date, the advisor sign and date and then send the form to either the division chair or dean for approval. After approval has been obtained, make a copy. If there is a change in credit hours from the initial course to the forgiveness course, advisors should review cumulative course credit hours.

Student Name (printed):_______________________________  Student ID Number:____________________

Course Information for Grade Forgiveness:

Initial Course Information:

Course Number:___________  Course Name:_________________________________ Credit Hours:_________

Semester course taken:_____________________________

Forgiveness Course Information:

Course Number:____________  Course Name:_________________________________ Credit Hours:_______

Semester enrolling in forgiveness course:____________________

Student Signature:________________________________________  Date:_______________

Advisor Name (printed):________________________________________________________________________

Advisor Signature:________________________________________  Date:_______________

Approval: Division Chair or Dean:__________________________  Date:_______________

Registrar’s Office Use Only:

Date:_____________________

- Send original to the Registrar’s office
- Maintain a copy in the advisor’s student file
- Provide a copy to the student