



Petition for Forgiveness of Previous Terms

The Trustees of the California State University system have established a program of Grade Forgiveness whereby students who are **having difficulty meeting graduation requirements** due to a GPA deficiency may petition to have up to two semesters or three quarters of previous college work discounted from **degree requirements and GPA computations**. Grade Forgiveness is intended only to facilitate graduation from Cal State East Bay, not to enhance the GPA of students eligible to graduate. It is not applicable for individuals who already possess a baccalaureate degree or who meet graduation requirements without the approval of a petition for Grade Forgiveness.

To have your petition considered, you must meet all criteria below:

- Prove that the coursework to be excluded does not represent your scholastic ability;
- Provide evidence that this substandard performance was due to an extenuating circumstance;
- Prove that you would be compelled to complete or enroll in additional terms to achieve your baccalaureate degree if your petition is not approved;
- Five years must have elapsed since the most recent coursework to be excluded was completed; and
- have completed at least 15 units at Cal State East Bay since the last term to be disregarded, with a 3.0 GPA, 30 units with a 2.5 GPA, or 45 units with a 2.0 GPA

Instructions:

- Submit this completed form and any supporting documents to Enrollment Services via email to reg@csueastbay.edu or in person at the Enrollment Information Center in the lobby of the SA Building. The Appeals Committee will review your petition within approximately two weeks upon receipt of the petition and inform you of the decision via your Horizon email account.

Student Name _____
First Name Last Name

Net ID _____ Expected Term of Graduation: _____

List below the term(s) for which you are petitioning for grade forgiveness as a means of facilitating graduation:

Reason for Request (please be specific and attach documentation as appropriate)

Student Signature: _____ Date: _____

Office Use Only

Appeals Committee Decision Approved Not Approved Processed by: _____ Date: _____