CALIFORNIA STATE UNIVERSITY EAST BAY

Petition for Grade Forgiveness (Undergraduate Students)

Use this form only if you are pursuing a bachelor's degree and are repeating a course from a different institution or repeating courses after you have been academically disqualified.

Instructions: ONLY ONE COURSE PER FORM. Student completes form and secures the signature of the CSUEB Department Chair offering the course. The form is then submitted to the Academic Programs and Graduate Studies Office for approval. SEE POLICY IN GRADING/ACADEMIC STANDARDS CHAPTER OF UNIVERSITY CATALOG.

Last Name, First Name:_____

Net ID:_____ Telephone Number (_____) _____ Major: _____

CSU East Bay Email:_____ @horizon.csueastbay.edu

Street Address:_____

City, State Zip:_____

PREVIOUS ATTEMPT(S) – List chronologically, oldest first

Department Alpha Prefix	Course Number	Course Title	Units	Grade(s)	College or University	Term/Year Taken

Is course required in the major area? Yes No

Are you graduating this term? Yes No

Is proposed new attempt in Open University? Yes No

NEW ATTEMPT(S) – (New grade will be used whether it is higher or lower than above)

Department Alpha Prefix	Course Number	Course Title	Units	Grade(s)	College or University	Term/Year Taken

Reason for repeating course: (Please be specific. Petition will be voided if this section is not completed)

_____

_____

_____

EQUIVALENCY OF ABOVE COURSE(S): (Department Chair must check one) ☐ Yes ☐ No

Date_____ Student's Signature_____

Date_____ _____ ☐ Approved ☐ Denied

Department Chair/Academic Advisor Signature

Date_____ _____ ☐ Approved ☐ Denied

Dean of Undergraduate Studies Signature

Coded by Enrollment Services: Date_____ By_____