

**Grade Forgiveness Petition (Undergraduate Students)**

**General Education Office  
Academic Programs and Graduate Studies**

Net ID \_\_\_\_\_

Term \_\_\_\_\_

Student Name \_\_\_\_\_

Last

First

Phone Number \_\_\_\_\_

Undergraduate students are limited to three attempts at any one course for grade forgiveness, 28 total units of grade forgiveness (16 units forgiven and 12 averaged), and may not repeat a course for grade forgiveness in which the grade was "C" or better (see page 2 for details).

I am petitioning for the following exception to the grade forgiveness policy for the following course: \_\_\_\_\_.  
(One course per petition)

- I have reached the maximum number of units that I can repeat a single course for grade forgiveness (three attempts). I am requesting that I be permitted to exceed this limit for the following course(s).
- I have earned a grade of C (2.0) or better in a course. I am requesting that I be permitted to repeat it for grade forgiveness, not grade averaging.
- I have reached the maximum number of units that I can repeat for grade forgiveness (16) and grade averaging (12). I am requesting that I be permitted to exceed this limit (28) with the following course(s).

List all previous enrollments for each course:

Course Prefix/ Number	Course Title	Units	Term

Reason(s) for this request: \_\_\_\_\_

\_\_\_\_\_

Academic Advisor Signature (REQUIRED): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature (REQUIRED): \_\_\_\_\_ Date: \_\_\_\_\_

Obtain the signature of an academic advisor (AACE, [EOP or EXCEL if member of program], GE, major and submit the completed form to the Enrollment Information Center in the Student Administration Building. At the Concord campus, submit form to the Academic Services Lobby. Please retain a copy for your records.

**For Office Use Only:**

Course: \_\_\_\_\_  Approved for Forgiveness  Approved for Averaging  Denied

Course: \_\_\_\_\_  Approved for Forgiveness  Approved for Averaging  Denied

GE Director: \_\_\_\_\_ Date: \_\_\_\_\_

## **Grade Forgiveness Information**

**Important Note:** If students repeat a course the **LAST** grade earned will be used in the GPA calculation even if the grade is lower than prior attempts.

### **Limit on Repeat Attempts**

Students are normally limited to three attempts (two repeats) at any one course for grade forgiveness. (Some departments may restrict grade forgiveness to only one repeat.) If you do repeat a course more than twice, the grade points of all subsequent repeats will be averaged, while the units earned for these subsequent attempts will not be counted. These units are counted as part of the 12-unit limit of grade forgiveness that is averaged.

### **Repeating a course in which the original attempt was "C" or better**

Students normally cannot renew a grade of "C" (2.0) or better. If you are given permission to repeat a class in which your original grade was a "C" or higher, grade points of all attempts will be used to calculate your grade point average, while only the units earned for the first attempt will be counted. All units for all repeated attempts of the course will be counted as part of the 12-unit grade averaging limit. (For example: COMM 1000 passed with a C: Approval given to repeat the class. Student makes 2 more attempts to improve the grade. 6 units will be deducted from the 12 units allowed for grade averaging.) or some example to make this clearer.

### **Total Units Permitted for Grade Forgiveness**

Students are normally limited to 28 units of Grade Forgiveness, 16 of which will be forgiven and the additional 12 of which will be averaged.

After completing the 28 units of grade forgiveness and grade averaging, students who require additional units may petition through their advisor (AACE, [EOP or EXCEL if member of program], GE, major).

The General Education Office will review all petitions for grade forgiveness. If approved, the office will also determine if the units will be grade forgiveness or grade averaging.