

Office of the Registrar

Application for Undergraduate Academic Grade Forgiveness

Undergraduate students may request up to two (2) academic forgiveness grades during their academic career. The Academic Forgiveness policy and form do not apply to graduate level students.

Academic Forgiveness grants UG students the opportunity to repeat any course that does not have a PennWest equivalence. By forgiving the failing grade and replacing it with a "W" grade, the student's GPA will improve.

Name: _____ **PennWest Student ID:** _____

Prior to completing this form, please review the [Academic Grade Forgiveness policy](#).

The following conditions apply:

- Course(s) being requested for grade forgiveness must be a legacy California, Clarion or Edinboro course.
- Course(s) must not have a PennWest equivalent.
- Course(s) that have a grade higher than a "C-" are not applicable.
- Academic forgiveness does not apply to any course(s) associated with an earned/conferred degree.
- Student does not have to be currently enrolled.

Note: Changing grades in the range of "D-, D or D+" will result in the loss of earned credit hours and may negatively impact a student's academic and financial progress.

I have had a previous course approved for Academic Grade Forgiveness: Yes _____ No _____

Course(s) being requested for grade forgiveness:	Grade earned:
<i>Information to include: Subject, Course number, Course Title</i>	<i>D+, D, D-, F</i>

***Once approved, the final grade in the legacy course will be updated in academic history to a "W" withdrawal grade. ***
 Having a deficient grade changed to a "W" may or may not impact items related to Academic Standing and/or Satisfactory Academic Progress (SAP) from the Office of Financial Aid.

My signature attests to the fact I have read and understand the Academic Grade Forgiveness policy and wish to be considered under the provisions of the policy.

Student Signature

Date

Instructions:

- Student to complete & sign form. Signed forms are to be emailed to Registrar@pennwest.edu.
- The Office of the Registrar will review the request and make a determination.
- If approved, the final grade will be modified in the student's academic history and the student will be notified via their PennWest email account.
- Notification will be sent to the Financial Aid office to review the student's account.