

GRADE FORGIVENESS REQUEST FORM

The [Grade Forgiveness Policy](#) went into effect on the first day of classes of the Fall 2013 semester and is available to incoming students (freshman and transfer) whose initial enrollment at UT Arlington began in the Fall 2013 term and thereafter.

Students must be enrolled at UT Arlington on Census Date for their Grade Forgiveness petition to be processed in that term. See the academic calendar for Census Date and Last Drop Date information.

Students MAY apply for Grade Forgiveness any semester (after final grade posting of the previous semester but before the Last Drop Day of the current semester) before the final semester PRIOR to graduation. Students may not apply for Grade Forgiveness AFTER graduation.

Upon receiving a grade of D or F in a 1000 or 2000 course, students subject to the Grade Forgiveness policy may, after filing the intent to do so, elect to have the grade forgiven. A student is limited to a total of two Grade Forgiveness opportunities under the following conditions:

1. **Grade Omission:** A student may elect the **grade omission option** for one of the two Grade Forgiveness opportunities if the student is **changing their major** **and** **the course is not required for the new major**. In addition, a student electing grade omission may not re-enter that major. Grade omission may only be applied to one course. If electing to use grade omission, the student is not required to retake the course.

2. **Grade Substitution:** A student may elect **grade substitution option** for one or both of the Grade Forgiveness opportunities. In this case, the course(s) must be retaken, even if it is not required for the student's current major. The second grade earned, whether higher or lower, will be used in calculating the grade point average unless the second attempt results in a grade of W. This policy applies only the second time a **course** is completed.

For the following course, I would like to request a:

- Grade Omission (**major change required**)
- Grade Substitution

SPRING 2020 Window:
Feb. 6th - Apr. 3rd

SEM/YR	CLASS/SECTION	GRADE EARNED	NEW GRADE	SEM/YR

- Courses transferred for credit to UT Arlington from another college or university may **not** be repeated for credit or excluded.
- For courses in which the topic may change from semester to semester, this policy may only be used if the topic for the repeated course is the same as the initial course topic.
- This policy does not apply to courses taken on a pass/fail basis.
- Individual colleges and schools may limit this policy.
- Students may not apply this policy to grades of D or F which resulted from disciplinary action.
- Students seeking Grade Forgiveness must receive counseling from the following as appropriate: Academic Advisor, to determine the effect on completion of degree requirements and probation requirements; Financial Aid Office, if receiving a scholarship or financial aid administered by that office; Athletic Department, if a student athlete; and International Office, if an international student.
- The grade(s) for the forgiven course(s) will be removed from the grade point average, although the grade(s) received will remain on the student's transcript. ***A course that has been "grade omitted" or "grade substituted" may not be used to satisfy degree requirements.***
- Once Grade Forgiveness has been applied to a course, the student may not have the action reversed.
- Students who are dismissed from the University for academic reasons cannot use Grade Forgiveness until they have completed their dismissal period.
- Forgiven grades will be included in the calculation of the grade point average for determining graduation with Latin Honors.
- The credit hours earned in courses where the grade is forgiven will count toward the 30 hour/45 hour policy for Tuition for Excessive Undergraduate Hours.
- Tuition and fee refunds, rebates or other financial consideration will not be given for courses for which Grade Forgiveness is granted.
- A student may not use credit by exam to receive credit for a course once a student has received a grade for that course even if it has been omitted.

I acknowledge that by submitting this form that I understand the grade forgiveness policy and give the advisor permission to request this action on my behalf. (Check all)

_____ 100 _____
 Student Signature Student Number Date