

Grade Forgiveness (Substitution or Omission) Request

Note: Academic dishonesty disqualifies a student from using the grade forgiveness option.

For questions regarding items 1-7, consult with your academic advisor.
 For questions regarding 8-10, consult with appropriate office as stated below
 All items must be completed prior to submitting the request.

1. I am requesting a grade omission Yes No

If yes,
 I am aware I am forfeiting my eligibility to remain in my current major or change to any major which requires the omitted course.

To request a grade forgiveness, a student must agree to conditions 2-7 below.
 I understand:

2. I will not be able to complete credit for a course via credit by exam after utilizing a grade substitution or omission. Yes, I understand
3. courses that are substituted or omitted cannot be used toward the total hours or requirements needed to earn a degree. Yes, I understand
4. courses that are substituted or omitted are not removed from my official transcript. They are only removed from my GPA. These semester credit hours still impact the Excessive Hours policy. Additionally, grades earned in substituted and omitted courses will also impact Latin Honors calculations for graduation. Yes, I understand
5. once a grade substitution or omission has been filed and applied to the transcript, it cannot be reversed. Yes, I understand
6. utilizing grade substitution and omission repairs the impact on the current cumulative GPA. Substantive behavior changes need to be addressed for success in future courses. Yes, I understand
7. grade substitutions and omissions cannot be applied to my transcript after I graduate from UT Arlington. Yes, I understand

For questions regarding 8-10, consult with the appropriate office.

Are you

- | | | | |
|--|-----|----|---|
| 8. on financial aid or receiving scholarships? | Yes | No | If yes, refer to the Financial Aid/Scholarship Office |
| 9. a student athlete | Yes | No | If yes, refer to the Intercollegiate Athletics Office |
| 10. an international student | Yes | No | If yes, refer to the International Office |

The College of Engineering (COE) submits your request to the University. Once the request is submitted the University will email you directly letting you know the request has been received.
 The University processes your request. Once processed, the University will email you directly.
 If requesting a grade substitution during the repeat term enrolled, the Grade Forgiveness request will be processed by the University after the conclusion of the term and grades post.

Name: _____ Net ID _____ ID# _____

First term at UTA F/Sp/Sum Year _____

Grade Substitution	Course: _____					
Initial attempt	F/Sp/Sum	Year _____	grade: D	F		
Substitution	F/Sp/Sum	Year _____	grade: A	B	C	D

Or Grade	Course: _____			
Omission Course completed	F/Sp/Sum	Year _____	grade: D	F

By entering my name electronically, I request a grade forgiveness for the course stated above.

Student signature: _____ **Advisor signature:** _____
Date: _____ **Date:** _____