

## Grade Forgiveness (Substitution or Omission) Request

Students must complete this form in preparation for filing a grade forgiveness request.

If you have questions about items 1 - 8 or are unsure of your grade forgiveness options, ask an academic advisor. If you have questions about items 9, 10, or 11, consult the appropriate office. Circle "yes" or "no" and initial each item. All items must be complete prior to filing the request.

1. Are you requesting a **grade omission**? Yes No  
If yes, do you understand that you will not be able to change to any major that required the course that is being omitted? Yes, I do \_\_\_\_\_
2. Do you understand that you will not be able to complete credit for a course via credit by exam after utilizing grade substitution or omission? Yes, I do \_\_\_\_\_
3. Do you understand that courses that are substituted or omitted cannot be used toward the total hours or requirements needed to earn a degree? Yes, I do \_\_\_\_\_
4. Do you understand that courses that are substituted or omitted are not removed from your official transcript? They are only removed from your GPA. These semester credit hours still impact Excessive Hours policies. Grades earned in substituted and omitted courses will also impact Latin Honors calculations for graduation. Yes, I do \_\_\_\_\_
5. Do you understand that once a grade substitution or omission has been filed and applied to the transcript, it cannot be reversed? Yes, I do \_\_\_\_\_
6. Do you understand that utilizing grade substitution and omission merely repairs the impact on the current cumulative grade point average? Substantive behavior changes need to be addressed for success in future courses. Yes, I do \_\_\_\_\_
7. Do you understand that grade substitutions and omissions cannot be applied to your transcripts after you have graduated from UT Arlington? Yes, I do \_\_\_\_\_
8. **Are you on financial aid or scholarships?** Yes No (Financial Aid/Scholarship Office)  
If yes, have you verified the impact of a grade substitution or omission on your aid? Yes, I have \_\_\_\_\_
9. **Are you a student athlete?** Yes No (Intercollegiate Athletics Office)  
If yes, have you verified the impact of a grade substitution or omission on your eligibility? Yes, I have \_\_\_\_\_
10. **Are you an international student?** Yes No (International Office)  
If yes, have you verified the impact of a grade substitution or omission on your visa requirements?  
Yes, I have \_\_\_\_\_
11. **Have you been found guilty of academic dishonesty on either attempt at this course?**  
Yes No (Office of Student Conduct)  
If "yes" the request will be automatically denied.

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Name \_\_\_\_\_ NetID \_\_\_\_\_ ID# \_\_\_\_\_

**Semester started at UTA:** F / Sp / Su Year \_\_\_\_\_

**Grade substitution** Course \_\_\_\_\_

To be replaced: Semester F / Sp / Su Year \_\_\_\_\_ Grade: D / F

Replacement: Semester F / Sp / Su Year \_\_\_\_\_ Grade: A / B / C / D

**OR Grade omission** Course \_\_\_\_\_

To be omitted: Semester F / Sp / Su Year \_\_\_\_\_ Grade: D / F

I request grade forgiveness indicated above.

Student signature \_\_\_\_\_

Advisor signature: \_\_\_\_\_

Date \_\_\_\_\_

Date: \_\_\_\_\_