

Petition for Opt Out of Grade Forgiveness

(known as Retroactive Academic Renewal prior to Fall 2009)

Your petition will not be processed if you are not using the current form. Please check <http://www.sjsu.edu/gup/allForms/index.html> to be certain that you are using the most recent version of this petition.

This petition is for undergraduate students who are matriculated (admitted and enrolled) at SJSU. Use this form only if you choose to opt-out of grade forgiveness. If you choose to opt out, you may not, at some later date choose to reverse the decision. Additionally, grade forgiveness will not be possible for any future attempts at the same course. Opting out after the last day of term is not possible.

If eligible for (automatic) grade forgiveness, you may choose to opt out by the add deadline of the term during which you are enrolled in the eligible second attempt at a course. A brief personal statement is needed, explaining why you wish to opt out.

If you submit this petition after the add deadline, your personal statement must not only explain why you wish to opt -out, but also why you are submitting your request late.

SJSU ID _____ Name (print) _____
Email address _____ Major _____
Phone (cell preferred) _____ Applied for Graduation (Term/Year) _____

Course information (use an additional petition form if more than two courses)

Dept & Course # _____ Term (1st attempt) _____ Grade (1st attempt) _____
Term (2nd attempt) _____

Dept & Course # _____ Term (1st attempt) _____ Grade (1st attempt) _____
Term (2nd attempt) _____

<u>Please indicate YES or NO for each of the required items for submission of a completed petition</u>		
YES	NO	Required Items:
		This is the current version of the petition form (http://www.sjsu.edu/gup/allForms/index.html)
		Personal Statement
		Page 1 of Degree Progress Report
		Unofficial SJSU transcript
		All the information provided in this petition is truthful and complete

Submit directly to the Office of Graduate and Undergraduate Programs (ADM 159). Incomplete petitions will not be processed unless there an explanation for all of the above items that are indicated **NO**:

Associate Dean, UGS Decision (circle one):

APPROVE

DENY

Comments (optional):

Associate Dean (or designee) Name and Signature

Date

DATA ENTRY / DATE