

Petition for Retroactive Grade Forgiveness **(known as Retroactive Academic Renewal prior to Fall 2009)**

Instructions (page 1)

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 only for undergraduate and second baccalaureate students and for coursework taken at SJSU (and not designated “repeatable for credit”). Grade Forgiveness (GF) allows a student to replace a letter grade from the first attempt at a course with the letter grade from the second attempt at a course. Only grades of C- or below are eligible, and NC grades are not eligible for GF. You may not use this process more than once for the same course.

Beginning Fall 2009, GF has been assigned automatically up to a maximum of 16 units (see University Policy F08-2; <http://www.sjsu.edu/senate/F08-2.htm>). For repeated coursework in which the second attempt was taken prior to Fall 2009, the maximum number of units depended on whether a student began SJSU with fewer than 60 units (18 units GF maximum) or as an upper division transfer with 60 or more units of college/university coursework (9 units GF maximum).

The purpose of this petition is to allow for the retroactive approval of unclaimed GF in one of the following situations.

- (1) PeopleSoft did not properly assign (automatically) grade forgiveness to a second attempt taken Fall 2009 or later (this situation is very rare).
- (2) Prior to Fall 2009, many students were unaware that they could apply for GF (known then as Academic Renewal) and did not claim eligible GF at the time. If requested, retroactive GF for these courses will typically be assigned in the sequence that would have occurred had GF been automatically assigned at that time.
- (3) A MUSE course (or other First Year Experience (FYE) course) is taken in which students have received a C-, D+, D, D-, or F (first attempt), followed by the completion of another (non-MUSE) course in the same GE area (University Policy S04-2).
- (4) A course is cross-listed or discontinued, and there is a replacement course with the same or similar content (typically this happens when a course is renumbered or is cross-listed).
- (5) Course content from the first attempt is included as a part of a more comprehensive course taken for the second attempt (rare; Math 30 followed by Math 30P is an example)

The only signature required in any of these circumstances is that of the Associate Dean of Undergraduate Studies who will confirm eligibility in each instance.

****Submit directly to the Associate Dean in the Office of Graduate and Undergraduate Programs (ADM 159).***

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(known as Retroactive Academic Renewal prior to Fall 2009)

Form (Page 2)

SJSU ID: _____ Name: _____

Email: _____

Phone(cell preferred): _____ Major: _____

OPTIONAL – Advisor or Counselor (if submitting on behalf of the student)

Name (print): _____ Signature: _____ Phone: _____

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

Dept. & Course # _____	Term (1 st attempt) _____	Grade (1 st attempt) _____
	Term (2 nd attempt) _____	Grade (2 nd attempt) _____
Dept. & Course # _____	Term (1 st attempt) _____	Grade (1 st attempt) _____
	Term (2 nd attempt) _____	Grade (2 nd attempt) _____
Dept. & Course # _____	Term (1 st attempt) _____	Grade (1 st attempt) _____
	Term (2 nd attempt) _____	Grade (2 nd attempt) _____
Dept. & Course # _____	Term (1 st attempt) _____	Grade (1 st attempt) _____
	Term (2 nd attempt) _____	Grade (2 nd attempt) _____
Dept. & Course # _____	Term (1 st attempt) _____	Grade (1 st attempt) _____
	Term (2 nd attempt) _____	Grade (2 nd 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 this petition (http://www.sjsu.edu/gup/allForms/index.html)
		Unofficial SJSU transcript
		All the information provided in this petition is truthful and completed
Incomplete petitions will NOT be process unless you provide an explanation for all of the above items that are indicated NO:		

Submit directly to the Office of Graduate and Undergraduate Programs (ADM 159).

Associate Dean, UGS Decision (circle one):

APPROVE

DENY

Comments (optional):

 Name (print) Signature Date CMS Data Entry / Date