

Retroactive Grade Forgiveness (for courses taken prior to Fall 2009; known as Retroactive Academic Renewal prior to Fall 2009)

INSTRUCTIONS:

1. Only for undergraduate students who have been formally admitted to and enrolled at SJSU for at least one semester. If you receive a grade of C- or lower in a course, you may sign up to repeat the course for Grade Forgiveness (GF). The repeated grade will replace the first grade in GPA calculation, but the original grade stays on the transcript. Extenuating circumstances that prevented you from signing up for GF when registering for the repeated course must be documented. If you entered SJSU as a freshman, a maximum of 18 units of pre-Fall 2009 coursework may be renewed. If you have transferred to SJSU with 60 or more units, a maximum of 9 units of pre-Fall 2009 may be renewed. 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.
2. Completely fill out this form (file a separate form for each request). Petitions will NOT be accepted if any attachments or signatures are missing.
3. Attach ALL required documentation and get signature from your major advisor.
4. Turn your petition into the 'R' Counter at the Student Services Center, along with a self-addressed, stamped envelope.
5. The Undergraduate Studies Office will make the final decision and mail a copy, without attachments, to the student.

SJSU Student ID Number _____ Date _____

Name _____

Complete Address _____

Email _____ Daytime Phone _____

Major _____ Major Advisor _____

Course prefix & number _____

List all times the course was taken and the grades received:

Semester _____ Grade _____ Semester _____ Grade _____

Student Signature _____ Date Entered SJSU _____

REQUIRED ATTACHMENTS (photocopies are acceptable)

- Unofficial SJSU transcript
- Statement explaining extenuating circumstances that prevented you from signing up for GF (aka Academic Renewal) when the course was repeated.
- Documentation of extenuating circumstances
- Graduation worksheet (if applicable)
- Page 1 of PeopleSoft Degree Progress Report

Recommendation: Approve Deny Other

Major Advisor's Signature _____ Date _____

FINAL DECISION

Approved Denied Other

Associate Dean, Undergraduate Studies _____ Date _____

Comments:

FOR OFFICE USE ONLY: Original: records	Copy: student
_____ Peoplesoft Comments (must be initialed)	08/09