



OFFICE OF ACADEMIC AFFAIRS APPLICATION FOR GRADE FORGIVENESS

GRADE FORGIVENESS POLICY

When students change their major area from one academic school to another academic school, a maximum of eight (8) failed course hours (“D” or “F”), or a maximum of two (2) courses, **in one former major** may be **FORGIVEN** (i.e., not calculated in the cumulative grade point average.) It is the responsibility of the student to initiate the process of the “forgiveness policy” by obtaining the appropriate approval by his advisor and the Academic Affairs Office. The student must have officially changed his major and spent at least one (1) grading period in the new major (*taking and passing at least one (1) course required for that new major*). The completed form should be returned to the Office of the Registrar. **General education courses are not eligible for grade forgiveness.**

Name: _____ B-CU ID #: _____

Local Address: _____

Current Major: _____ Date of Major Change: _____

Former Major: _____

Instructions: Attach a copy of the Change of Major Form to this application form AND list the courses (including prefix and title) to be “Forgiven” below.

Course	Semester Hours	Grades	Semester & Yr Taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved by:

_____ Date

Current Major Advisor

Date

_____ Date

Academic School Dean

Date

_____ Date

Provost/Vice President for Academic Affairs

Date

FOR OFFICE USE ONLY:

Date Received: _____

Processed Date: _____

Completed by: _____