



Grade Forgiveness Request Form

Instructions and policy are on reverse of form.

Section 1: Complete Student and Course Information

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____ ID NUMBER _____

EMAIL ADDRESS _____ DAYTIME TELEPHONE NUMBER _____

CLASSIFICATION _____ DEGREE _____ MAJOR _____ CONCENTRATION _____

Have you received a bachelor's degree? ☐ Yes ☐ No How many approved grade forgiveness/omission requests have you filed? _____

Select Option:

☐ Grade Forgiveness

Previous Course Attempt: _____

Semester Taken	Subject Code	Course Number	Grade Earned

New Course Attempt: _____

Semester Taking	Subject Code	Course Number	Section

☐ Grade Omission

Previous Course Attempt: _____

Semester Taken	Subject Code	Course Number	Grade Earned

Is this course required in your degree plan? ☐ Yes ☐ No

I wish to file for grade forgiveness or omission and as such I understand the following:

- 1) Only three requests may be filed in my undergraduate career, and only one of the three can be for grade omission;
- 2) Grade forgiveness/omission neither results in recalculation of academic standing or honors nor results in a refund of tuition and fees;
- 3) Grades excluded as a result of this request may impact financial aid satisfactory academic progress (SAP) status;
- 4) The TOPS GPA calculation is determined by LOSFA policy and may not be impacted by grade forgiveness/omission;
- 5) Once the request is processed, my undergraduate term, institutional, and overall grade point averages will be affected and a note will be added to my transcript declaring the grade forgiveness/omission;
- 6) When considering applications for admission, many undergraduate professional curricula and most graduate and professional schools compute the undergraduate grade point average on all course attempts;
- 7) Filing academic bankruptcy does not negate any previously filed and approved grade forgiveness/omission requests;
- 8) To fairly determine graduation honors, McNeese considers the entire academic record including grades excluded from the overall grade point average through this policy; and
- 9) Once this request is approved and submitted to Student Central, the grade forgiveness/omission decision is irreversible.

STUDENT SIGNATURE _____

DATE _____

Section 2: Obtain Academic Advisor or Department Head Approval

Academic Advisor or Department Head: ☐ Approved ☐ Denied Reason for Denial: _____

PRINTED NAME OF ACADEMIC ADVISOR OR DEPARTMENT HEAD _____

SIGNATURE OF ACADEMIC ADVISOR OR DEPARTMENT HEAD _____

DATE _____

Section 3: Student-Athletes – Obtain Athletic Compliance Approval (If you are not a student-athlete, skip to Section 4.)

Athletic Compliance: ☐ Approved ☐ Denied Reason for Denial: _____
(required only if you are a student-athlete)

PRINTED NAME OF ATHLETIC COMPLIANCE OFFICIAL _____

SIGNATURE OF ATHLETIC COMPLIANCE OFFICIAL _____

DATE _____

Section 4: Submit to Student Central for Registrar Approval and Processing

Registrar: Grade Assigned as Result of Academic Dishonesty? ☐ Yes ☐ No Initials _____

☐ Approved ☐ Denied Reason for Denial: _____

PRINTED NAME OF REGISTRAR OR DESIGNEE _____

SIGNATURE OF REGISTRAR OR DESIGNEE _____

DATE _____

McNeese State University Grade Forgiveness Request

Student Instructions:

- Step 1: Complete Section 1 and submit form to your academic advisor or department head for a decision.
- Step 2: If approved, and if you are a student-athlete, submit form to Athletics Compliance official for a decision. If you are not a student-athlete, skip Step 2 and go to Step 3.
- Step 3: If approved, submit form to Student Central for registrar review and processing. You will be notified only if the request is denied.

Submission Deadlines of Completed and Approved Form:

- Grade Forgiveness: Submit form to Student Central prior to the first day of class for the term in which you are repeating the course.
- Grade Omission: Submit form to Student Central anytime you are considered an active student and are enrolled in an ongoing semester/term or have just completed a semester/term. (You are considered an active student if you have not graduated or do not need to re-apply for admission to continue enrollment.) However, if you are a graduating senior, you must submit the form to Student Central prior to the first day of class for your final semester/term of enrollment.

Grade Forgiveness Policy

Effective with the 2018 summer term, the University implemented a grade forgiveness policy. Under this policy, a currently enrolled student may improve the undergraduate GPAs (term, institutional and overall) by repeating a course in which a grade of D or F was received and requesting that the previous grade earned in the course be excluded from the undergraduate GPA calculations.

1. This policy applies to undergraduate courses attempted prior to the 2018 summer term or thereafter, but the subsequent attempt(s) must be made beginning with the 2018 summer term.
2. Only three grade forgiveness requests may be filed in a student's undergraduate career. A student may request grade forgiveness for the same course more than once.
3. Only the last grade earned, whether higher or lower, will be used in calculating undergraduate GPAs.
4. Withdrawal from a course for which grade forgiveness has been approved will not result in the original grade being excluded, but will count toward the three course limit.
5. Filing academic bankruptcy does not void any previously approved grade forgiveness requests counted toward the three course limit.
6. Special topics, internships, independent study, and research-type courses are not eligible for grade forgiveness; academic departments may opt to exempt additional courses from grade forgiveness.
7. If a course is cross-listed, the course must be repeated under the same rubric as it was originally attempted.
8. Courses in which incomplete grades have been awarded are not eligible for grade forgiveness.
9. Grade forgiveness does not result in recalculation of a student's academic standing (i.e. academic probation or suspension) or academic honors (i.e. honor roll or President's honor list) for any previous semester or term nor does it result in a refund of tuition and fees.
10. To fairly determine graduation honors, McNeese considers the entire academic record of each student, including grades excluded from the overall GPA through the grade forgiveness policy and academic bankruptcy.
11. A grade forgiveness request by a student-athlete must also be reviewed and approved by Athletic Compliance on a case-by-case basis.
12. A student may not petition grade forgiveness for transfer courses.
13. A student may not petition grade forgiveness for a grade assigned as a result of academic dishonesty.
14. Students should be aware that, when considering applications for admission, many undergraduate professional curricula and most graduate and professional schools compute the undergraduate GPA on all course attempts.
15. Once a student has earned a degree, the grade forgiveness policy cannot be invoked with respect to any course attempted prior to earning the degree.
16. Grades excluded as a result of grade forgiveness/omission may impact a student's financial aid satisfactory academic progress (SAP) status, depending on the timing of grade exclusion and the SAP calculation.
17. The TOPS GPA calculation is determined by LOSFA policy and may not be impacted by the grade forgiveness policy.
18. Once the request is approved and submitted to Student Central, the grade forgiveness decision is irreversible.
19. A student may elect to omit a grade for one of the three grade forgiveness opportunities if the course is not required in the student's degree plan. With this option, the student is not required to retake the course. The grade omission option is not available to non-degree, visiting, or high school early admission/dual enrollment students.
20. To petition for grade forgiveness or omission, the student should obtain the Grade Forgiveness Request Form from Student Central or the student's academic advisor or department head.
 - a. When requesting grade forgiveness, the student must be pre-registered for the course to be repeated.
 - b. The Grade Forgiveness Request Form must be approved by the student's academic advisor or department head and then submitted to Student Central for registrar review, approval, and processing.
 - i. Requests for grade forgiveness must be submitted to Student Central prior to the first day of class for the term in which the course will be repeated.
 - ii. Requests for grade omission may be submitted to Student Central anytime the student is considered an active student and is enrolled in an ongoing semester/term or has just completed a semester/term. (An active student is one who has not graduated or does not need to re-apply for admission to continue enrollment.) However, requests for grade omission for graduating seniors must be submitted to Student Central prior to the first day of class for the student's final semester/term of enrollment.
21. Once a final grade has been submitted for the repeated attempt, the excluded grade will be annotated with the symbol letter E, and the comment "Grade Forgiveness" will appear under the course on the transcript.
22. For grade omission, the excluded grade will be annotated with the symbol letter E, and the comment "Grade Forgiveness [Omission]" will appear under the course on the transcript.
23. Once grade forgiveness or grade omission is applied to a course, the earned hours, GPA hours, and quality points for the course will be removed and the GPAs will be recalculated; however, attempted hours will not be adjusted.