

# Grade Forgiveness Request Form

PLEASE TYPE OR PRINT CLEARLY

## PART A - Student information (all fields required)

\_\_\_\_\_

STUDENT I.D. NUMBER

\_\_\_\_\_

LAST NAME

FIRST NAME

INITIAL

( ) - \_\_\_\_\_

PHONE NUMBER

OTHER NAMES UNDER WHICH YOU HAVE ENROLLED

\_\_\_\_\_

EMAIL ADDRESS

### Office Use Only

Petition Approved?  Yes  No

Results of Decision \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

### Petitions must be submitted in writing

You may submit it by mail, email, fax, or in person.

Send this form to:

**Mail to** ► UC San Diego Extended Studies  
Student Services  
ATTN: Grade Coordinator  
9500 Gilman Drive, Dept. 0172-H  
La Jolla, CA 92093-0172

**Email** ► [unex-grades@ucsd.edu](mailto:unex-grades@ucsd.edu)

**Fax** ► (858) 534-8527

**In person** ► UC San Diego Extended Studies  
Student Services  
8980 Villa La Jolla Drive  
La Jolla, CA 92037

## Requirements for Grade Forgiveness

- Grade forgiveness will not be approved for courses in which you admitted to or were found responsible for violating the UC San Diego Extended Studies Academic Integrity Policy or the UC San Diego Policy on Integrity of Scholarship. Your academic record (conduct/integrity) may be taken into consideration in determining whether an original course grade will be forgiven.
- You must have completed the course both times for a letter grade (other grading options do not qualify for grade forgiveness).
- You must earn a passing letter grade (C- or higher) when repeating the course.
- In the repeated course, you must earn:
  - A grade that is at least one full letter grade higher than the original grade, OR
  - A grade that is at least high enough to fulfill the GPA requirements outlined in your petition (e.g. the GPA requirement for the program in which you are seeking admission).

## PART B - Course information (all fields required)

### Original Course (Grade to be forgiven)

\_\_\_\_\_

TERM (EX. FALL 2017)

COURSE NUMBER

COURSE TITLE

### Repeated Course

\_\_\_\_\_

TERM (EX. WINTER 2018)

COURSE NUMBER

COURSE TITLE

## PART C - Personal Statement (required)

Please provide a brief statement describing why you are submitting this request (e.g. your need to raise your GPA for admission to another school).

## PART D - Student agreement (required)

By signing this form, I am certifying that the information I provided is true. I understand that when a grade is forgiven, all courses and grades remain on my student record and transcript, but forgiven grades will not be calculated into my cumulative GPA. I also understand that although my Extension GPA will not include these forgiven courses, other institutions may recalculate the GPA based on their admission or transfer policies.

\_\_\_\_\_

STUDENT SIGNATURE

DATE