



GRADE FORGIVENESS THROUGH COURSE REPETITION (For Active Undergraduate Students Only)

STUDENTS MUST COMPLETE A SEPARATE FORM FOR EACH REPEATED COURSE

Name _____ BroncoNo. _____ Contact Phone No. _____
Last First Middle

Mailing Address _____ Email _____

Plan/Major _____ Sub-plan/Option _____

ENTER ENROLLMENT HISTORY FOR GRADES TO BE FORGIVEN

(Courses can be taken for no more than 3 times.)

Course: _____ / _____ / _____ Term/Year of 1st attempt: _____ / _____ Grade: _____
Course No. Subject Area Units Term Year

Course: _____ / _____ / _____ Term/Year of 2nd attempt: _____ / _____ Grade: _____
Course No. Subject Area Units Term Year

Course: _____ / _____ / _____ Term/Year of 3rd attempt: _____ / _____ Grade: _____
Course No. Subject Area Units Term Year

Student's Signature: _____ Date: _____

To Be Completed by Academic Advisor

Number of units previously forgiven: _____

Number of units of grade forgiveness requested on this form: _____

Note: A maximum of 16 units of grade forgiveness is allowed.

Print Academic Advisor's Name: _____

Academic Advisor's Signature (required): _____ Date: _____

Catalog Number Change: When the courses in the multiple attempts have different catalog numbers or were taken on different campuses, the chair of the department offering the Cal Poly Pomona course shall verify by signing below that the courses have equivalent content.

Print Department Chair's Name: _____

Department Chair's Signature: _____ Date: _____

This form must be on file in the Registrar's Office prior to the awarding of a bachelor's degree.

Please see next page for additional information.

IMPORTANT INFORMATION ABOUT THE GRADE FORGIVENESS POLICY

Effective Fall 2009

Students may receive Grade Forgiveness through course repetition. When a grade is forgiven due to course repetition, the grade and units for the excluded course work will not be used in the calculation of the grade point average and the units will not be used to satisfy the requirements toward graduation. The excluded course work will remain on the student's permanent record, but will be annotated as excluded from the grade point average through grade forgiveness.

- Effective Fall 2018, Grade Forgiveness through course repetition is automatically invoked when a student repeats the course for course if the new grade is better than the original grade. If a student retakes an eligible class in which student earned a grade of C- or lower, grade forgiveness would automatically apply as long as the student had remaining units. (See note below for Grade Forgiveness prior to Fall 2018.)
- Grade Forgiveness through course repetition is limited to 16 semester units. These 16 units contribute to the 28 semester unit limit for course repetition.
- Students may repeat an additional 12 units for grade replacement, meaning the repeat grade will not nullify the original grade, and both grades will be factored into the student GPAs.
- Units of courses where grade forgiveness has already been applied prior to Fall 2009 will contribute to the 16 semester unit limit.
- Once the 16 units of grade forgiveness are exhausted, students would have to file additional paperwork through existing processes to increase the amount of grade forgiveness available.
- Students that wish to repeat a quarter course under semesters, or a course that has undergone a number change, a general academic petition should be filed to that effect. Such petitions should be approved as a matter of course, assuming all existing conditions for grade forgiveness apply.
- Grade Forgiveness can be applied only to courses taken for undergraduate credit and before awarding of a bachelor's degree.
- Grade forgiveness shall not apply to courses for which the original grade was the result of a finding of academic dishonesty. For advisement purposes, the letter J will be affixed after the grade awarded to the student in the class in question, e.g., D+J for a grade of D+. The suffix J will not appear on official transcripts.
- A Cal Poly Pomona course may be used to forgive the grade of a course taken at another institution if the two courses are determined to be equivalent by the chair of the department offering the CPP course. Courses taken at other institutions cannot be used to forgive the grade of a course taken at Cal Poly Pomona.
- A Challenged Course cannot be used as a repetition of a regularly enrolled course.
- Students that prefer to use grade forgiveness differently than facilitated by automatic grade forgiveness, a general academic petition may be filed to this effect.
- Students and advisors will be able to view on BroncoDirect the number of units repeated and forgiven.
- Effective Fall 2009, the grade forgiveness policy will apply to IC grades.