



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

**STUDENTS MUST COMPLETE A SEPARATE FORM FOR EACH REPEATED COURSE**

Name \_\_\_\_\_ BroncoNo. \_\_\_\_\_ Contact Phone No. \_\_\_\_\_  
Last First Middle

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 1<sup>st</sup> attempt: \_\_\_\_\_ / \_\_\_\_\_ Grade: \_\_\_\_\_  
Course No. Subject Area Units Quarter Year

Course: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Term/Year of 2<sup>nd</sup> attempt: \_\_\_\_\_ / \_\_\_\_\_ Grade: \_\_\_\_\_  
Course No. Subject Area Units Quarter Year

Course: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Term/Year of 3<sup>rd</sup> attempt: \_\_\_\_\_ / \_\_\_\_\_ Grade: \_\_\_\_\_  
Course No. Subject Area Units Quarter 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.**

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.

Chairperson'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 reverse for additional information.**

**IMPORTANT INFORMATION ABOUT THE GRADE FORGIVENESS POLICY**  
*Effective Fall 2009*

Students may seek 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.

- Undergraduate students may attempt to improve their GPA by repeating a course.
- Only grades of C-, D+, D, D- F, WU or IC may be repeated and forgiven (excluded from GPA calculation).
- The course can be repeated no more than two times for a maximum of three attempts.
- Grade Forgiveness can be applied only to courses taken for undergraduate credit and before awarding of a bachelor's degree.
- Grade Forgiveness through course repetition is limited to 16 units.
- Grade Forgiveness shall not be applicable to course for which the original grade was the result of a finding of academic dishonesty.
- This policy is applicable to all Extension courses offered at Cal Poly Pomona.
- A Challenged Course cannot be used as a repetition of a regularly enrolled course.
- 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.
- This policy is not automatically invoked when a student repeats a course. It is the student's responsibility to seek grade forgiveness by submitting this form to the Registrar's Office.