

Student – Request for Grade Forgiveness

The Grade Forgiveness Form is found in the Academic Records menu.

The screenshot shows a student dashboard with several sections:

- Top Navigation:** 1 Holds, 1 To Do List, 0 Milestones, My Information, My Finances, My Advisors.
- Class Schedule:** A weekly view calendar for the week of 7/3 to 7/7. The 'Academic Records' link in the right sidebar is highlighted with a red box.
- Enrollment Dates:** A table showing enrollment appointments for Summer 2023 and Fall 2023.
- Shopping Cart Appointment:** A table showing shopping cart appointments for Summer 2023 and Fall 2023.
- Final Exam Schedule:** A section indicating there are no results at this time.
- Right Sidebar:** Find Classes, Enrollment, Degree Planning and Progress, Transfer Credit, Academic Records (highlighted), Communications (with a list of notifications and dates), and Quick Links.

The screenshot shows the 'Academic Background' menu with the following options:

- Academic Background
- Enrollment Verification
- Course History
- Grades
- View Unofficial Transcript
- Request Official Transcript
- Request CeDiploma
- ALEKS Math Assessment
- Educational Planning Survey
- Request Ltr of Certification
- Change Directory Info (FERPA)
- Grade Forgiveness

Students must select that they have read and acknowledged the information provided on the form. At the bottom of the form, it will show how many Grade Forgiveness credits that they have used (includes both approved and pending).

Grade Forgiveness Request : Important Notes and Considerations Form ID 293109

Support: Questions about this form should be directed to the Office of the University Registrar at registrar@psu.edu or (814) 865-6357.

Grade Forgiveness Policy

Important Notes and Considerations Prior to Submission:

- All students should consult with an academic adviser.
- Students who have received financial aid are strongly encouraged to meet with the Office of Financial Aid.
- International student on sponsorship are strongly recommended to first meet with the Sponsored Relations Office in Global Programs.

When a grade is omitted through this policy:

- The adjusted GPA calculation cannot be reversed.
- The credits remain under attempted (all instances of a given course appear in attempted).
- All attempted instances of a course and grade will remain visible on the transcript.
- A course for which a grade is being forgiven will not be included in the GPA Units and Earned Credit totals (in effect, this will impact the GPA in the same way as a retro-active late drop).
- A notation will be added to the transcript indicating the courses for which a grade has been omitted from the GPA calculation.
- It does not automatically alter prior academic decisions (such as Entrance to Major and scholarship program eligibility), but colleges and programs can establish their own process and criteria for students to request a review of their eligibility after grade forgiveness.
- It does not prevent subsequent graduate or other professional programs from calculating a Grade Point Average based on all grades posted to an official transcript.

Grade Forgiveness will not change the Academic Standing of a previous semester. A petition for an immediate stay of academic suspension would be the appropriate way to manage this type of situation.

All students requesting Grade Forgiveness MUST READ the [H2-Undergraduate Grade Forgiveness procedure](#).

Financial Aid Implications

Students with financial aid should review [Penn State's Financial Aid Satisfactory Academic Progress](#) policy to determine the impact any forgiven grade will have to their eligibility for financial aid as determined by this policy. Students may consult with a representative of the Office of Financial Aid for an individual assessment if they have any questions about financial implications of this request.

Policy Acknowledgement

The information above represents the terms and conditions of Grade Forgiveness.

I have read, understand, and agree to the terms and conditions of the Grade Forgiveness procedure.

Maximum Allowed Units 12

Requested or Approved Units 6

Acknowledgement No

Next

Once they click Acknowledgement and Next, they will be able to choose the course information. They will first choose the repeated class (course used to justify grade forgiveness).

Grade Forgiveness Request : Course Details

Form

Student Information

Empl ID
Name
Email Address
Phone

Course Used to Justify Grade Forgiveness

Select the course with an earned passing grade to justify Grade Forgiveness. The dropdown contains only repeated or equivalent courses to those where you had earned a D or F grade.

*Select course
Term Descr
Class Nbr 0
Units Taken 0.00
Official Grade

ASTRO 1-001 Astro Universe Spring 2022
ENGL 15-039 Rhetoric and Comp Fall 2022

After they choose that course, they will have a drop down for the course in which the grade is being forgiven.

Select the course with an earned passing grade to justify Grade Forgiveness. The dropdown contains only repeated or equivalent courses to those where you had earned a D or F grade.

*Select course
Term Descr
Class Nbr
Units Taken
Official Grade

ASTRO 1-001 Astro Uni
Spring 2022
22433
3.00
C

Information on Course Grade Being Forgiven

Select the course for which you want the D or F grade to be forgiven. Only repeated or equivalent courses to the justification selection are available for selection.

*Course Being Forgiven
Term Descr
Class Nbr 0
Units Taken 0.00
Official Grade

ASTRO 1-006 Astro Universe Fall 2021

After course information is chosen, the student will select submit



They will receive an acknowledgement and an email that the request has been submitted.

Grade Forgiveness Request : Next Steps

Form ID.

Your request has been submitted

The form has been routed to the appropriate college representative for review. It may take 3-5 business days to process your request. You will be notified of the decision by email.

If approved, your grade point average will be updated to reflect the forgiven grade.

Email Example:

Subject: Grade Forgiveness Request - Fall 2021

Hello ,

Thank you for submitting a Grade Forgiveness request for ASTRO 1-006 Astro Universe Fall 2021 (Form ID 293099).

Your request was sent to a College Representative for review. It may take 3 to 5 business days to process your request. You will receive an email when a decision has been made.

Sincerely,

Office of the University Registrar

When the request is approved, they will receive an approval email:

Subject: Grade Forgiveness Decision - Fall 2021

Hello ,

Your Grade Forgiveness request to replace ASTRO 1-006 Astro Universe Fall 2021 with ASTRO 1-001 Astro Universe Spring 2022 has been approved and your record has been updated in LionPATH (Form ID 293099).

Please contact your [College Representative for Grade Forgiveness](#) if you have questions.

Sincerely,

Office of the University Registrar