



Request for Grade Forgiveness For Undergraduates

An undergraduate student who has not been enrolled at Delta State University for 18 consecutive months may improve his or her overall GPA by applying for forgiveness or exclusion on grades for a maximum of five Delta State University courses (not to exceed 16 credit hours) in which the student received a grade of C, D or F. If approved, these grades will remain on the student’s permanent record, but the forgiven or excluded course grades will not count towards any degree requirement and will not be used to calculate the GPA. Any required courses approved for grade forgiveness must be retaken to earn credit towards the degree. The original course will be recorded with both the grade earned and the symbol R to denote that the course grade has been removed from the student’s GPA calculation.

The student must complete this form and submit it to the dean of the college or school housing the student’s declared major. Upon approving, the dean will forward the form to the Registrar and copy the communication to the student. If the dean does not approve, the dean will communicate the denial to the student; the student may appeal by forwarding the request, along with the dean’s communication, to the Registrar’s office for review by the Provost and Vice President for Academic Affairs.

Student Name: _____ DSU ID#: _____
(Last, First Middle) (900#)

Name of course	Course Prefix	Course Number	Semester / Year Taken	Grade

Required Signatures:

Student’s Signature _____ Date: _____

Dean’s Signature _____ Date: _____