

## Academic Forgiveness Request Form

Undergraduate students are eligible to repeat for credit and grade forgiveness three\* undergraduate-level courses taken at GW in which they received a grade of D+ (1.3) or below (except if the failing grade was due to a violation of GW’s Code of Academic Integrity). With the approval of their academic advisor, a student may repeat a course under this policy at any time during their enrollment at GW; however, a course is not eligible for this policy if the student has taken a subsequent course for which the initial course is a prerequisite. The student’s registration, including the repeated course, may not exceed 18 credits in the semester in which the course is repeated; students in the School of Engineering and Applied Science may not exceed 19 credits.

\*A course repeated through first-year forgiveness applies as one of the three allowed courses for academic forgiveness.

- Both the original course and the repeated course must be taken in residence at GW
- The repeat attempt must be the same subject and course number as the original. In the case of Special Topics courses the topic must also be identical.
- The repeat attempt must be taken under the same grade mode as the original, except those taken as P/NP during the Spring 2020 semester.
- The original grade will be replaced with an academic notation of ‘RP’ designating the course was repeated under the forgiveness policy. ‘RP’ is not factored into the student’s cumulative grade-point average and any credit hours earned for the original attempt will no longer count.
- The grade for the repeat attempt is the final grade for the course, regardless of whether it is higher or lower than the original.
- Academic forgiveness repeat requests will be processed starting in the fifth week of the semester. Should the repeat attempt be dropped during the first four weeks of the semester, the original grade will remain on the transcript.
- A course in which a grade of ‘W’ or ‘Z’ was recorded may not be repeated under the forgiveness policy.
- Courses failed due to academic dishonesty may not be repeated under the forgiveness policy.

GWid	Name	School/Major	
Repeat Course Term	Repeat Course CRN	Repeat Course Subject & Number	Repeat Course Title
Original Course Term	Original Course CRN	Original Course Subject & Number	Original Course Grade

***I understand the policies as stated above and agree to abide by them when repeating a course under the academic forgiveness policy. I acknowledge that the notation of ‘RP’ cannot be removed once applied. I also understand that normal tuition charges apply to any repeated course.***



Student Signature	Date
Advisor Approval	Date
Dean Approval	Date