

## First-Year Academic Forgiveness Request Form

Degree-seeking undergraduate students are eligible to repeat for credit one course, taken at GW during their first academic year (first semester for transfer students and previous non-degree students), in which they received a grade of D+ (1.3) or below. 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 17 credits in the semester in which the course is repeated; students in the School of Engineering and Applied Science may not exceed 19 credits.

- Both the original course and the repeat 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.
- 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: \_\_\_\_\_

Subject & Course Number (i.e. ECON 1011): \_\_\_\_\_ Title: \_\_\_\_\_

Original Term/CRN: \_\_\_\_\_ Original Grade: \_\_\_\_\_ Repeat Term/CRN: \_\_\_\_\_

***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 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Office Approval

\_\_\_\_\_  
Date