



GRADE FORGIVENESS REQUEST FORM

Any student who has not been enrolled at Rio for at least two academic years may petition to have certain courses and their grades disregarded. To disregard means that the designated grades and credits earned will be omitted from the GPA calculation, but the courses will remain on the transcript. The student has the right to select the course(s) to be disregarded. If a course is required for the student’s degree program, and has been disregarded through this policy, the course will need to be repeated.

The student will be permitted to use the Forgiveness Policy once. The new GPA will be used for determining eligibility and/or probation for acceptance into a program and for further calculations of the student’s GPA.

Implementation of the policy:

1. The student must be currently enrolled at Rio Grande.
2. The student must have completed at least twelve (12) credit hours of coursework toward a declared major since returning to Rio and must be in good standing with a minimum 2.5 term GPA.
3. This policy is applicable only for credit earned at Rio Grande.
4. A course in which the student has received a failing grade due to an Academic Integrity violation is not eligible for forgiveness.
5. A notification of the application of this policy will be noted on the student’s transcript.

PLEASE PRINT CLEARLY

NAME: _____ **STUDENT ID:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

COURSES TO BE CONSIDERED: LIST ONLY COURSES IN WHICH YOU RECEIVED GRADES OF D, F, OR U.

| <u>COURSE</u> <i>(Example: ENG 11103)</i> | <u>COURSE TITLE</u> <i>(Example: Composition I)</i> | <u>TERM/YEAR TAKEN</u> | <u>GRADE RECEIVED</u> |
|--|--|------------------------|-----------------------|
| _____ | _____ | _____/_____ | _____ |
| _____ | _____ | _____/_____ | _____ |
| _____ | _____ | _____/_____ | _____ |
| _____ | _____ | _____/_____ | _____ |
| _____ | _____ | _____/_____ | _____ |
| _____ | _____ | _____/_____ | _____ |
| _____ | _____ | _____/_____ | _____ |

By signing below, I acknowledge that I have read and understand the information contained in the Grade Forgiveness Policy.

STUDENT SIGNATURE: _____ **DATE:** _____

Return form to:
 Office of the Registrar
 Florence Evans Hall
 PO Box 500
 Rio Grande, OH 45674-0500
 Fax: 740-245-7445
 Email: records@rio.edu

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|---|
| FOR OFFICE USE ONLY: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Registrar: _____ Date: _____ |
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