



Academic Forgiveness Application Form
 Send all documents to: **GVSU Academic Review Committee, ATTN Registrar**
150 Student Services, Allendale MI 49401 or
 email the packet to reqdept@gvsu.edu

1. Identifying Information

	Student	Professional Advisor
Legal Name		
Student G# / Advisor Phone		
GVSU Email		

2. Eligibility (all must be checked)

- The student has changed major, or plans to change major.
- The student is applying for academic forgiveness in consultation with a professional advisor in the final major.
- The student has not previously been granted academic forgiveness as a student at GVSU.

3. Major Information (include information about tracks/emphasis, etc.)

	Abandoned Major (select only one)	Final Major
College Major	(B.S. or B.A.?)	(B.S. or B.A.?)
Track, Emphasis or Minor (only if required for major)		

4. Academic Standing

Grade Level	Credit hours still required to graduate (must be at least 30)	Cum. GPA (not higher than 2.700)
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REVIEW COMMITTEE USE ONLY	
Accept approved courses on next page Accept with special instructions Reject application	Committee comments or instructions:



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5. Courses to be forgiven (All three boxes must be checked, total number of credits must not exceed 16, all instances of repeated course must be listed, minimum 2 different courses must be selected, do not check Approve/Reject boxes):

Course 1	Course Title Course Prefix Course Number Semester Taken Grade Received Total Credits	<input type="checkbox"/> This course IS NOT a requirement or prerequisite of the student's current or proposed major. <input type="checkbox"/> This course IS a requirement or prerequisite of the student's previous major. <input type="checkbox"/> This student received a grade of C- or lower.	<input type="checkbox"/> Approve <input type="checkbox"/> Reject
Course 2	Course Title Course Prefix Course Number Semester Taken Grade Received Total Credits	<input type="checkbox"/> This course IS NOT a requirement or prerequisite of the student's current or proposed major. <input type="checkbox"/> This course IS a requirement or prerequisite of the student's previous major. <input type="checkbox"/> This student received a grade of C- or lower.	<input type="checkbox"/> Approve <input type="checkbox"/> Reject
Course 3	Course Title Course Prefix Course Number Semester Taken Grade Received Total Credits	<input type="checkbox"/> This course IS NOT a requirement or prerequisite of the student's current or proposed major. <input type="checkbox"/> This course IS a requirement or prerequisite of the student's previous major. <input type="checkbox"/> This student received a grade of C- or lower.	<input type="checkbox"/> Approve <input type="checkbox"/> Reject
Course 4	Course Title Course Prefix Course Number Semester Taken Grade Received Total Credits	<input type="checkbox"/> This course IS NOT a requirement or prerequisite of the student's current or proposed major. <input type="checkbox"/> This course IS a requirement or prerequisite of the student's previous major. <input type="checkbox"/> This student received a grade of C- or lower.	<input type="checkbox"/> Approve <input type="checkbox"/> Reject
Course 5	Course Title Course Prefix Course Number Semester Taken Grade Received Total Credits	<input type="checkbox"/> This course IS NOT a requirement or prerequisite of the student's current or proposed major. <input type="checkbox"/> This course IS a requirement or prerequisite of the student's previous major. <input type="checkbox"/> This student received a grade of C- or lower.	<input type="checkbox"/> Approve <input type="checkbox"/> Reject
Course 6	Course Title Course Prefix Course Number Semester Taken Grade Received Total Credits	<input type="checkbox"/> This course IS NOT a requirement or prerequisite of the student's current or proposed major. <input type="checkbox"/> This course IS a requirement or prerequisite of the student's previous major. <input type="checkbox"/> This student received a grade of C- or lower.	<input type="checkbox"/> Approve <input type="checkbox"/> Reject

Total number of credits (must not exceed 16, only the latest credits in a repeated course count towards total):



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6. Disclosures (to be read by student, all must be checked)

- I understand that the grades in the forgiven courses will not be included in my University GPA. Credits awarded in forgiven courses will not count toward any General Education, SWS, or other University requirement such as total credits required for graduation. Forgiven courses and the grade earned will remain on my transcript, but will be marked as excluded (for example, a grade of D would be marked as DEX).
- I understand that it is at the discretion of the major, college, or university to accept the revised GPA resulting from this policy.
- I understand that I am only eligible for academic forgiveness once.
- I understand that there will be no tuition refund for forgiven courses.
- I understand that it is my responsibility to consult with the Office of Financial Aid to determine how this will affect my financial aid status.

7. Submission Checklist (to be completed by advisor)

- The advisor has checked that the information in this form is accurate.
- The student and advisor have completed an Academic Plan for the final major.
- The advisor will electronically submit this form along with 1) **an unofficial transcript**, 2) a **completed Academic Plan for the final major**, and 3) **list of required courses for the abandoned major with forgiven courses circled on the list**. **Send all documents to: Grand Valley State University Academic Review Committee, ATTN: Registrar, 150 Student Services, Allendale MI 49401 or email the packet to regdept@gvsu.edu.**
All documents must be submitted as a single PDF. **Please include student's first and last name in the filename**, for example, "Academic-Forgiveness-Jane-Smith.pdf".

8. Endorsements

_____ **Student Signature**

_____ **Date**

_____ **Advisor Signature (in the current or proposed major)**

_____ **Date**