Application for Grade Forgiveness
Viterbo University; 900 Viterbo Drive; La Crosse WI 54601

Students who reenter Viterbo University after a minimum of two years absence from Viterbo may apply for grade forgiveness of previous course work at Viterbo.

GUIDELINES FOR GRADE FORGIVENESS

- The student must have been re-admitted to Viterbo and must have completed at least 16 but no more than 45 credits of graded course work with an overall grade point average (GPA) of 2.0 or higher from time of reentry. Continuous attendance is required to achieve 16 credits.
- The student must apply in writing for grade forgiveness by completing this form and submitting it to the vice president for academic affairs. A current transcript must also accompany this application.
- The student who is granted grade forgiveness will have, on the transcript, all Viterbo grades earned from Viterbo prior to reentering Viterbo identified by the statement “Grade Forgiveness policy applied to the above.” These grades will not be calculated in the new GPA.
- Once grade forgiveness is granted a new cumulative GPA will begin from the semester of reentry to Viterbo.
- Once grade forgiveness is granted, all grades initially received will remain on the student’s permanent record (transcript) along with a notation of the grade forgiveness action.
- The student may request grade forgiveness only once.
- All credits in semesters in which grade forgiveness is granted are treated as credits earned or not earned, similar to grades of CR or NC, i.e. not as letter grade credits since they are not calculated in the new GPA. Courses with a grade of “C” or better are counted as earned credits while grades of “CD” or lower are counted as not earned. Since all credits earned with a grade lower than “C” are lost when academic forgiveness is granted, students should carefully consider whether it is in their best interest to apply for grade forgiveness. Once grade forgiveness is granted, the decision is final.
- The student may request grade forgiveness only once.

PLEASE PRINT

ID NUMBER __ __ __ __ __ __ __ __ __  TODAY’S DATE _________________________________

LAST NAME ___________________ FIRST NAME ___________________ MIDDLE NAME ______________

MAJOR _________________________ ADVISOR _______________________

STUDENT ACKNOWLEDGEMENT

By signing this form, I acknowledge that I have read and understand the Guidelines for Grade Forgiveness as indicated above. I have discussed this with my academic advisor and hereby formally request grade forgiveness of all previous course work at Viterbo prior to my reentry into Viterbo University.

____________________________________________________________   DATE  _______________________

STUDENT

____________________________________________________________   DATE  _______________________

ADVISOR

____________________________________________________________   DATE  _______________________

VICE PRESIDENT FOR ACADEMIC AFFAIRS

YES ___ NO* _____________________________________________________________________ DATE  _______________________

*If no, please explain on reverse side.

Form to be filed in the Office of the Registrar. Date received: ____________________________________________

ORIGINAL TO Registrar  COPIES TO Student, Advisor