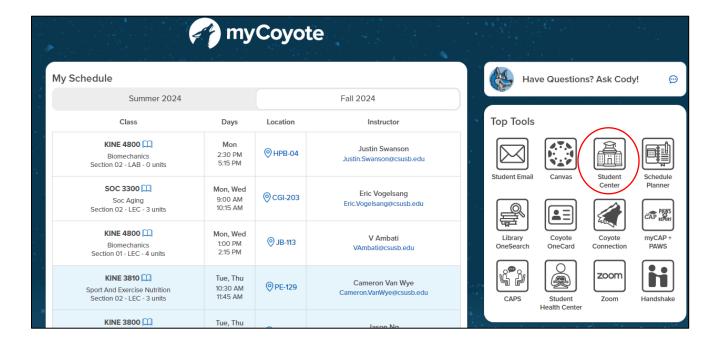
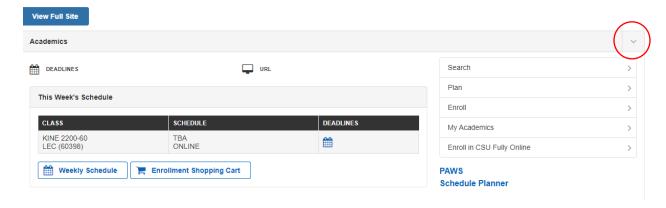
Petition for Grade Forgiveness Guide

Note: Grade Forgiveness is the process whereby a new grade replaces a former grade when calculating GPA. The first attempt will remain on the student's transcript with a footnote indicating the course has been repeated. The first attempt will not be calculated in the GPA.

1. From myCoyote – select the "Student Center" icon.



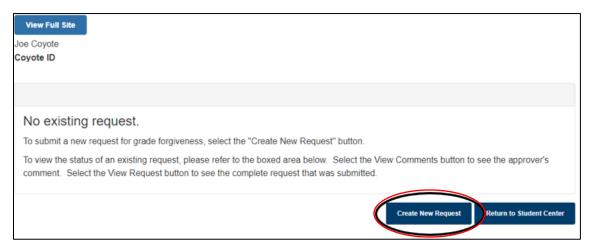
2. Select the "Academics" dropdown menu.



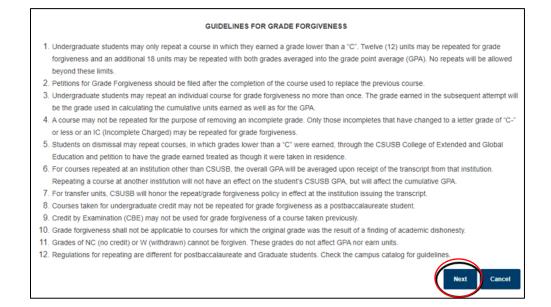
3. Select "Grade Forgiveness."

| Academics | |
|-----------------------------|-----------------------------------|
| Apply / View Graduation | Change of Majors/Minors |
| Class Schedule | Course History |
| Course Repeat Request | Enrollment Verification |
| Enrollment: Add | Enrollment: Drop |
| Enrollment: Edit | Enrollment: Swap |
| Exam Schedule | Grade Forgiveness |
| Grades | Leave of Absence Request |
| Permission request: Add | Permission request: Drop/Withdraw |
| Transcript: View Unofficial | Veterans Benefit |

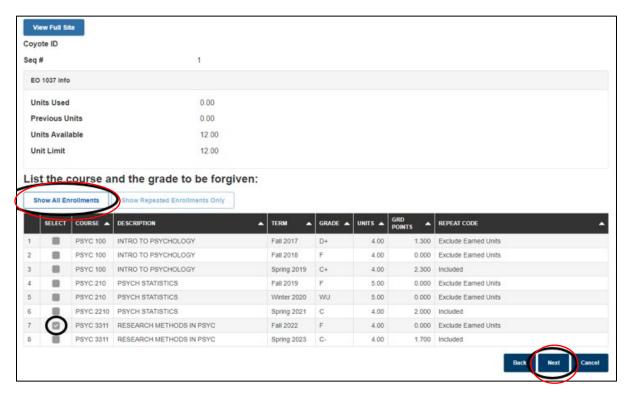
4. Select "Create New Request."



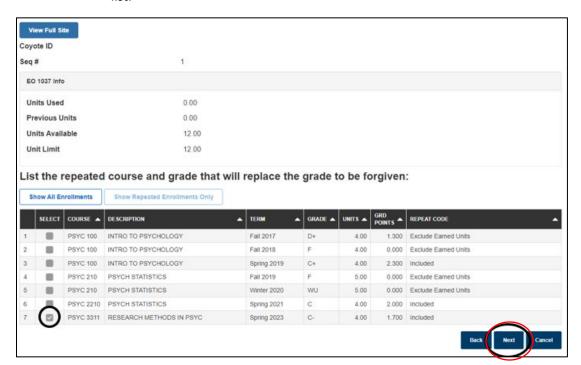
5. Read the Guidelines for Grade Forgiveness and select "Next."



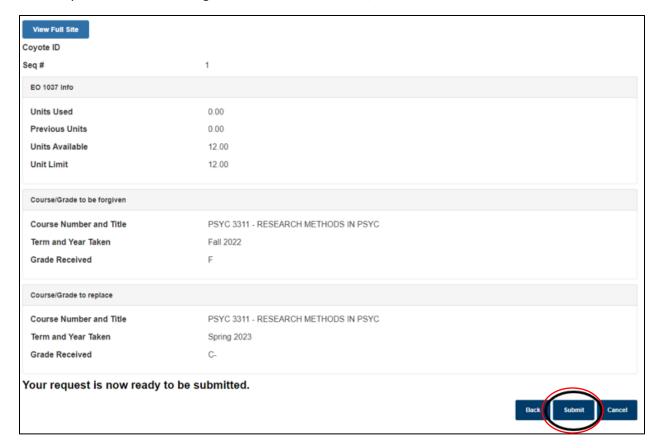
- 6. Check the box next to the course you want to be forgiven and then select "Next."
 - a. If you do not see the course you want to forgive, please select the "Show All Enrollments" button.



- 7. Select the course that will replace the grade to be forgiven and then select "Next."
 - a. After the course you to be forgiven is selected, it will no longer appear on your course list.



8. Verify the information being submitted is correct. Then, select "Submit."



9. Select "Return to Student Center" to exit the page or "Return to Summary" to submit another request or view pending requests.

