GRADE FORGIVENESS POLICY

When students change their major area from one academic school to another academic school, a maximum of two (2) courses totaling no more than eight (8) failed course hours (“D” or “F”), in one former major may be FORGIVEN (i.e., not calculated in the cumulative grade point average.) It is the responsibility of the student to initiate the process of the “forgiveness policy” by obtaining the appropriate approval by his success coach, and the Dean of the NEW Major. The student must have officially changed his major and spent at least one (1) grading period in the new major (taking and passing at least one (1) course required for that new major). The completed form should be returned to the Office of the Registrar. General education courses are not eligible for grade forgiveness. The Grade Forgiveness Policy may only be applied one time during a student’s matriculation at B-CU.

Name: ____________________________________________ B-CU ID #: ________________

B-CU E-Mail Address: ____________________________________________

Current Major: __________________________ Date of Major Change: _____________

Former Major: __________________________________________

Instructions: Attach a copy of the Change of Major Form to this application form AND list the courses (including prefix and title) to be “Forgiven” below.

<table>
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<th>Course</th>
<th>Semester Hours</th>
<th>Grades</th>
<th>Semester &amp; Yr Taken</th>
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__________________________________________________________
Student’s Signature

Date

Approved by:

__________________________________________________________
Student Success Coach

Date

__________________________________________________________
Dean of NEW Major

Date

FOR OFFICE USE ONLY:

Date Received: ________________ Processed Date: _____________________

Completed by: ________________________________