

Petition for Grade Forgiveness of First "WU" Grades

As an undergraduate student, you may petition to have **the first "WU" grade(s) earned at Cal Poly Humboldt** excluded from your GPA. The "WU" grade will remain on your transcript, but will not be included in GPA calculation.

You may petition the Office of the Registrar at any time prior to degree awarding. However, we strongly recommend that you submit your petition at least one semester before you plan to graduate. After the degree has been awarded, the transcript is final and petitions will not be considered.

We strongly recommend that you meet with your advisor or contact the Office of the Registrar to discuss this petition.

Student Information

Name: _____ Humboldt ID: _____

Phone: _____ Alternate Email: _____ Humboldt Email: _____

Petition Information

First Semester with "WU" grades: Fall Spring Summer Year: _____

Course(s) with "WU" Grades (Enter the course subject and number)

Read the following drop and withdrawal information before submitting this petition.

To avoid receiving a "WU" grade in the future, make sure you drop unwanted classes in Student Center before the Add /Drop deadline.

Add/Drop Deadline: 11:59 p.m. on the Monday after the second week of classes. For the specific date each semester, see Academic Deadlines on the Office of the Registrar's website <https://registrar.humboldt.edu/academic-deadlines>

Before the Add/Drop Deadline

You can remove (drop) a class or classes from your schedule via your Student Center. No record of the dropped classes will be on your official transcript.

After the Add/Drop Deadline

You can no longer drop in your Student Center. The process to remove a class or classes from your schedule is now considered a withdrawal. Withdrawal is only allowed for documented serious and compelling or catastrophic reasons per the definitions, timelines and limits listed in the catalog. Requests to withdraw will only be considered with verifiable documentation of those circumstances. Withdrawal will result in a grade of 'W' on your official transcript. The grade of 'W' does not impact your GPA, but may impact Financial Aid.

A **"WU" (or Unauthorized Withdrawal)** grade is assigned when a student does not drop or officially withdraw from a class and also fails to complete course requirements. It is used when, in the opinion of the instructor, completed assignments and/or course activities were insufficient to make normal evaluation of the academic performance possible. A "WU" is equal to an F in GPA calculation.

By signing this petition, I certify that:

I have read drop and withdrawal information that I will be held to in future semesters. I understand that after the add/drop deadline, withdrawal will only be allowed with an accepted reason and verifiable documentation.

I understand that this petition is allowed one time only and will only be considered for the first term that I received one or more "WU" grades at Cal Poly Humboldt. There are no exceptions to this policy. consequences

Signature _____

Office of the Registrar Use Only