

STUDENT PETITION FOR GRADE FORGIVENESS

According to Bradley University regulations, any student who has not been enrolled at Bradley for a minimum of five (5) years has the right to appeal to the Academic Review Board for forgiveness of previous grades earned. If approved, this is a one-time option and cannot be undone. This petition is separate and distinct from the Petition for Reinstatement, which is required following Dismissal.

To petition for forgiveness it is ***your responsibility*** to do the following:

1. Complete this form and accompany it with a ***typewritten letter*** of appeal. The letter should contain ***all*** pertinent facts and supporting evidence. It should also address three specific issues.
 - A. Provide an explanation for your inadequate grade point average.
 - B. Give a plan of action for future academic success or degree completion.
 - C. Outline the college and courses that you have taken or work you have done since leaving Bradley.
2. Send the accompanying Associate Dean's Review form to the Dean's Office of your College (or new College if you are intending to change majors) and meet with that person to discuss your plan of action.
3. Send your petition, narrative, and Associate Dean's Review to:

ACADEMIC REVIEW BOARD
Dr. Kevin Swafford, Chairperson
Amy Summers, Academic Coordinator
Bradley University, 1501 W. Bradley, Bradley Hall 200
Peoria, IL 61625
OR Email asummers@bradley.edu

Complete the following questions (please print or type).

1. Name: _____ Bradley ID#: _____
2. Last Term Enrolled: _____ Total # hours earned: _____ Total # BU hours earned _____
3. College or School: _____ Major: _____
4. Upon returning, do you plan to change your major? Yes _____ No _____
 If yes, to what major? _____
5. Taken classes anywhere since leaving **BRADLEY**? Yes _____ No _____
 If so, where / when? : _____

6. Email address? _____
7. Telephone number: _____

I understand that, if this petition is approved, grades for all prior Bradley courses will be removed from my Bradley GPA calculation, and I will retain credit for only those courses with a grade of C or better. I also understand all grades will remain on my official transcript.

 Student Signature

ASSOCIATE DEAN'S REVIEW FORM

TO ACCOMPANY PETITION FOR GRADE FORGIVENESS

TO THE STUDENT: In addition to completing the PETITION FOR FORGIVENESS FORM and writing an accompanying letter as specified, **your Associate Dean must complete this Review Form.** Your Petition cannot be considered until these three sets of information are received by the ACADEMIC REVIEW BOARD.

TO THE ASSOCIATE DEAN: PLEASE EXPEDITE. Please return it to the Chairperson of the Academic Review Board in Bradley Hall 200 as soon as possible. This input is needed to supplement the student's petition and aid the Board in their subjective judgment. Your cooperation is appreciated.

Name of Student: _____ Date: _____

Classification: _____ Major Field: _____

1. Do you feel this student is capable of satisfactorily completing a degree in this major?

Yes: _____ No: _____ Uncertain: _____

4. Do you know of any circumstances which may have affected this student's past academic performance? _____

5. Recommendations on this student : _____

Signature of Associate Dean: _____

Return to: **ACADEMIC REVIEW BOARD**
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