

Student Information:

Last Name First Name Person Num.
UB Email Plan (Major)

I wish to be considered for grade forgiveness under the Second Chance Policy. I would like to have the grades and credits forgiven from all semesters including and prior to the following semester:

Semester Year

Attach all of the following documents:

- Statement explaining past performance, activities since leaving UB, and current ability to succeed.
- Relevant supporting documentation.

If my application is approved, I understand all of the following:

- All grades and credits earned for previous coursework will not be calculated into my cumulative UB credits and GPA.
- All grades earned for previous coursework will remain on my UB transcript.
- None of my previously completed coursework can count toward my degree requirements.
- I am subject to the current general education program, the UB Curriculum. If I was first admitted to UB prior to Fall 2016, I may be eligible to complete the 2002-2016 general education program and will consult my academic advisor regarding the petition process.
- My financial aid eligibility may be affected.
- I can only receive application of the Second Chance Policy one time during my academic career.
- All decisions are final and cannot be reversed.

Student Signature Date

To be Completed by an Academic Advisor:

- I have reviewed the Second Chance Policy with this student, explained potential ramification on his/her academic record, and referred him/her to a financial advisor.

Advisor Name
Advisor Signature
Advisor Email

**Return this form to:
Second Chance Policy
Registrar at 1Capen
1Capen Hall
Buffalo, NY 14260
Email: reg-grading@buffalo.edu**