

OFFICIAL POLICY

Subject/Title: Grade Forgiveness Policy

FPU Policy Number: FPU-5.0006AP

New Policy Major Revision of Policy Minor Technical Revision of Policy

Date First Adopted: May 28, 2014

Date Revised: July 16, 2021, August 24, 2021

Responsible Division/Department: Vice President Academic Affairs

Initiating Authority: Vice President of Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to undergraduate degree-seeking and undergraduate non-degree seeking students. This policy does not apply to graduate students.

B. DEFINITIONS:

Grade Forgiveness: The repetition of a course for the sake of improving upon an earlier unsatisfactory performance in which the repeat course grade replaces the original course grade in the calculation of the student's grade point average (GPA). However, the original grade is not removed from a student's academic history and will show on the transcript.

C. POLICY STATEMENT:

The University recognizes the unique difficulty of its academic courses and programs, as well as the challenges of transitioning to University curricula. The Grade Forgiveness Policy is a method by which undergraduate and undergraduate non-degree students may repeat a limited number of courses, provided the initial grade earned for the designated course is a C- (C- minus) or lower, to improve their grade point average (GPA). Through this method, students have an option to maintain or improve academic standing and satisfactory academic progress for financial purposes.

D. ELIGIBILITY & PROCEDURES:

Undergraduate degree and undergraduate non-degree students may be eligible for a grade forgiveness upon meeting the following requirements:

- Grade Forgiveness may only be granted for courses taken and repeated at Florida Polytechnic University.
- Original course grade of C- (C- minus) or lower has been recorded on the individual's academic record.
- The repeated grade must be higher than the recorded original course grade.
- It is advisable for a student to complete and submit the Grade Forgiveness Request form at the time of registration into the course for which the student is pursuing forgiveness. This may prevent academic standing or financial aid issues. If a student withdraws or does not receive a grade higher than the previous grade, the form will not be processed and does not count towards the limit.

- Students have five (5) grade forgiveness options allocated. Students who wish to apply their grade forgiveness options must retake the applicable courses in the subsequent semester.
- First semester students who exercise all five Grade Forgiveness options will have no further Grade Forgiveness options available while they are students at Florida Polytechnic University. Only two grade forgiveness options will carry beyond the freshman year, if not already used in the freshman year.
- Only 1000-4000 level courses are considered eligible for Grade Forgiveness.
- All course grades will remain on the student’s academic transcript. Grade Forgiveness granted courses will be appropriately designated by an official comment on the student’s transcript.
- Courses in which a student has an open or pending academic integrity case or has received an academic integrity penalty are not eligible for grade forgiveness.
- The student should discuss their eligibility for Grade Forgiveness with the Academic Success Center or the Registrar’s Office. Applications for Grade Forgiveness can be obtained from the Academic Success Center or the Office of the Registrar.
- The university reserves the right to “auto-apply” a grade forgiveness where in the best interests of the student. The Registrar will inform all students for whom an auto-apply is used. Students may reject the application of the forgiveness within one (1) week (7 days) of notification.

POLICY APPROVAL	
Policy No.: <u>FPU-5.0006 AP</u>	
_____	Date _____
Initiating Authority	
_____	Date _____
Policies Committee Chair	
_____	Date _____
President	
Approved by Florida Polytechnic University BOT, if required	Date _____
<p>EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL</p>	

Form: Academic Policy Template 2021.05.03