

### Grade Forgiveness Request

**Section I: To be completed by the student**

Student UID: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_@flpoly.org

**ORIGINAL COURSE (For Summer term, indicate one session: Summer A, Summer B or Summer C)**

Term	Year	Course Prefix	Course Number	Section	Course Title	Credit Hours

**REPEAT COURSE (For Summer term, indicate one session: Summer A, Summer B or Summer C)**

Term	Year	Code Prefix	Course Number	Section	Course Title	Credit Hours

IF ANY OF THE ABOVE COURSE INFORMATION VARIES FROM THAT OF THE ORIGINAL COURSE, YOU MUST RECEIVE THE SIGNATURE OF THE PROVOST OR HIS/HER DESIGNEE BELOW:

Signature, Provost/Designee (If Applicable) \_\_\_\_\_

Florida Polytechnic University Grade Forgiveness policy permits Undergraduate and Non-Degree students only to repeat a course and have the repeated grade and hours earned computed in his/her GPA, in place of the original grade and hours earned, providing the repeat grade is "D" or higher. The Office of the University Registrar suggests consulting with an Academic Advisor to determine which courses to apply for forgiveness, and when to use the two (2) grade forgivenesses. If the repeated grade is "F," both grades will be calculated into the cumulative GPA. Normally, grade forgiveness may only be applied to a specific course that a student chooses to repeat. Under unusual circumstances, a different but similar course may be used if the substitute course has been previously approved and is on file in the Office of the University Registrar. Students choosing to apply for grade forgiveness must:

- 1) Complete a separate "Grade Forgiveness Request Form" after each course repeated.
- 2) Adhere to the following conditions:
  - a) A limitation of two grade forgiveness of Florida Poly courses with no more than one repeat per course.
    - i) With prior approval, a course different from a course on the approved list may be substituted if the substitute course has had a change in prefix, number, hours, or title, but not a substantive change in content.
    - ii) The substitute course replaces a course no longer offered by the institution.

- b) The repeated course must be taken on the A+ through F grading system, and the latest grade must be “D” or higher.
- c) All grades remain on the transcript. The original course grade will be annotated with “R” to indicate that the course has subsequently been repeated and neither the original grade nor the original hours earned are computed in the GPA.
- d) Individual colleges may have further restrictions; therefore, the student should consult with his/her college.
- e) A Grade Forgiveness will not be processed if the second attempt/grade is lower than the first attempt/grade.

This policy only applies to 1000-to-4000-level courses. The policy limits the grade forgiveness to twice in an undergraduate career and a single time per course. Once students have been awarded a bachelor’s degree from Florida Polytechnic University, they may not repeat a course and be forgiven the original grade, taken prior to graduation. The policy applies only to courses taken originally at Florida Polytechnic University and repeated at Florida Polytechnic University.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II: REGISTRAR’S OFFICE USE ONLY**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_