

Date Received: _____

Received By: _____

Date Processed: _____

Grade Forgiveness Request

Grade forgiveness is subject to approval. Undergraduate and non-degree seeking students who have repeated a course and wish to request approval for the previous course grade to be excluded from their grade point average (GPA), must complete all applicable field of this form in pen. Course information that differs from the original course taken will require approval of the Provost or their designee.

Please review the following policies regarding grade forgiveness before submitting your request.

1. Grade forgiveness may only be granted for courses taken initially and repeated at Florida Poly; 1000 – 4000 level courses are eligible only.
2. Original grade of "C-" (C minus) or lower must be recorded on academic record; repeated grade must be higher than the original grade earned.
3. Submit request no later than your designated graduation application deadline as stated on the Academic Calendar.
4. Grade Forgiveness is limited to two (2) courses (a single time per course) during a student's undergraduate career.
5. All grades remain on student records; grade forgiveness does not exclude grades from academic transcripts, only from a student's GPA.
6. Courses approved for grade forgiveness will be identified on academic transcripts with a "R" annotated next to the course.
7. All credit hours will still be counted towards student's program of study and Excess Hours (FPU-4.0014P Notice of Excess Hour Fee Policy).

STUDENT ID: _____ DATE OF REQUEST: _____

LAST: _____ FIRST: _____ MI: _____

PHONE: _____ EMAIL: _____@floridapoly.edu

Step 1: Course & Grade Confirmation

Original Course (For Summer terms indicate session as: Summer A, Summer B or Summer C):

TERM/YEAR	COURSE PREFIX/NUMBER	COURSE TITLE	CREDIT HOURS

Course (For Summer terms indicate session as: Summer A, Summer B or Summer C):

TERM/YEAR	COURSE PREFIX/NUMBER	COURSE TITLE	CREDIT HOURS

Step 2: Student Confirmation

By signing below, I confirm that I have read, understand, and agree to all terms and conditions of the Grade Forgiveness Policy **FPU-5.0006AP**, to include the Excess Hour Fee Policy **FPU-4.0014P**.

Student Signature: _____ Date: _____

UNIVERSITY REGISTRAR USE ONLY

Provost/Designee Signature: _____ Date: _____

Comments: _____

Email Notification Date Sent: _____