



## GRADE FORGIVENESS POLICY

- ◆ Grade forgiveness is restricted to undergraduate degree seeking students in undergraduate courses.
- ◆ A completed “Grade Forgiveness Request” form must be submitted to the Office of the Registrar no later than the last day of classes of the semester in which the course is repeated. Forms are available from the Office of the Registrar.
- ◆ Once a bachelor’s degree has been awarded by UWF, a student may not repeat a course and be forgiven the original grade in a course taken prior to graduation.
- ◆ Beginning freshmen students are allowed two opportunities for grade forgiveness during their undergraduate program. Transfer students are permitted one forgiveness. Grade forgiveness is limited to courses (4 semester hours or less) numbered 1000-4999, in which grades are recorded on an “A-F” scale, including a “WF.” Students who are admitted and enroll their first semester as a first-time college freshman are considered beginning freshman. Contact the Office of Admissions for information on status.
- ◆ If a course has been taken more than one time prior to the application for forgiveness, forgiveness can be used to replace only the most recently awarded grade.
- ◆ A student may not exercise grade forgiveness by repeating at UWF a course which was initially taken elsewhere, nor may a course taken at UWF be repeated at another institution for forgiveness by UWF.
- ◆ The grade forgiveness policy is not retroactive. To apply the grade forgiveness policy for all students, the second attempt at the course must have been taken subsequent to the Fall Semester 1986. For the second option for grade forgiveness for beginning freshman students, the second attempt must be the Fall Semester 1996 or later.
- ◆ Grade forgiveness awarded for repeated courses will not retroactively alter any previous academic action. For example, a probation or disqualification status will not be removed from the records of the semester in which the student originally took the course.
- ◆ Under unusual circumstances, a different but similar course may be used if the substitute course is approved by the student’s college dean.
- ◆ If a student withdraws from a course repeated under the grade forgiveness policy, the attempt will count as an allowable attempt. However, the original grade will not be replaced with the “W” or “WF” received in the repeat attempt.
- ◆ All grades will remain on the student’s official transcript. The original course grade will be annotated to indicate that the course has subsequently been repeated, and the repeat course grade will be annotated with the transcript containing explanations the course was repeated. The original grade will not be computed in the GPA or course hours included in hours earned except in a case in which the student withdraws from the repeated course or takes an incomplete grade.
- ◆ If it is determined that the student is ineligible for the grade forgiveness policy, neither a refund of fees nor automatic withdrawal from the course will be made.
- ◆ A student who has earned a letter grade “A-F” by proficiency exam may not repeat the course under the grade forgiveness policy.
- ◆ The grade forgiveness option may not be exercised to remove a grade awarded in a case of academic misconduct.

G.I. Bill students and others receiving Veterans Administration educational benefits are advised that the forgiveness of any grade other than an unsatisfactory grade must be reported to the V.A. and may result in the retroactive reduction of benefits for the semester for which the forgiven grade was originally assigned. An unsatisfactory grade may be forgiven without similar consequences. Notify the Office of Veterans Services when utilizing the forgiveness option.