Grade Forgiveness Application

Office of the Registrar

READ ALL INFORMATION ON THIS FORM CAREFULLY

Students may repeat a course and exclude a previous course grade from their FGCU grade point average calculations effective fall 2000. Undergraduate degree and non-degree students are eligible by meeting the following:

1. Original grade of C- or lower has been recorded on the academic record.
2. The repeated grade must be higher than the original grade.
3. Only the repeated course grade will be used in the computation of GPA.
4. The original course was taken at FGCU and the original grade was received fall 2000 or subsequent terms.
5. The repeat course was taken at FGCU subsequent to fall 2000.
6. The repeat course was taken under the same grading system (A-F or S/U) as the original. S/U graded courses are not permitted to repeat as A-F or vise versa.
7. **An application for grade forgiveness must be filed no later than the graduation application deadline date as stated in the Academic Calendar for the semester the student applies for graduation. Students are encouraged to apply for grade forgiveness upon completion of the repeat course.**
8. In cases of university error, supporting documentation from the appropriate college must be attached to the form. Errors discovered after the degree is awarded must be reviewed by the College Dean and Academic Affairs for special exception. Otherwise, grade forgiveness will not be applied after a degree or certificate has been awarded.

Additional conditions of the policy are:

1. A total of two course grades may be forgiven for courses that are repeated. The same course may not be forgiven twice.
2. Only 1000-4000 courses are eligible for grade forgiveness.
3. All grades will remain on the academic transcript. The original course will be annotated with E to indicate the course has been repeated and excluded from the GPA calculation. The repeat course will be annotated with I to indicate repeat course and included in the GPA calculation.
4. With prior approval of the college dean, a course substitution may be sought under the following conditions:
   - The substitute course is a change in prefix, number, hours, or title, but not a substantive change in context from the original course.
   - The substitute course replaces a course no longer offered by the institution.
5. Individual colleges may have further restrictions; therefore, the student should consult with his/her academic advisor.
6. Students who have received a bachelor's degree from FGCU cannot apply grade forgiveness to any course taken prior to the awarding of the degree.

Students should discuss their eligibility for grade forgiveness with their academic advisor. Applications for grade forgiveness can be obtain from academic advisors or from the Office of the Registrar. Refer to the Academic Calendar for the **Grade Forgiveness** application deadline date.

Section to be completed by student and signed by Advisor.

_____ _____

Last Name First Middle University Identification Number

_____

Major Concentration (If Applicable) College

_____ _____ _____ _____

Original Course CRN Original Course Subject/Number Original Term/Year Original Grade

_____ _____ _____

Repeat Course CRN Repeat Course Subject/Number Repeat Term/Year

_____ _____

Student Signature **Date**

_____ _____

Advisor Signature **Date**

Comments: _____

Office Use Only Received: _____ Date Processed: _____ Repeat Grade: _____

OTR Initials: _____ OTR Comments: _____

White Copy – Office of the Registrar | Yellow Copy- Advisor | Pink Copy - Student