

Received by: \_\_\_\_\_  
Date: \_\_\_\_\_

Enrollment Services  
Updated 9/06

# University of North Florida

## GRADE FORGIVENESS FORM

**FORM CANNOT BE TURNED IN UNTIL REPLACEMENT COURSE COMPLETED**

Effective Fall Semester 1985, a student may repeat a course and have the repeated grade computed in his/her GPA in place of the original grade. The following rules apply:

- Only students seeking a first bachelor's degree may apply for grade forgiveness.
- Grade forgiveness may only be used for two courses as an undergraduate student.
- A student may **not** request grade forgiveness for a course that was initially taken elsewhere and repeated at UNF, nor may a course repeated at another institution be used for grade forgiveness for a course initially taken at UNF.
- A course different from the original course may substitute with **prior** approval of the Dean of the college in which the course is offered, if (1) the substitute course has been changed in prefix, number, title, but not substance, or (2) the substitute course replaces a course no longer offered by UNF.
- Deadline for requests is no later than the deadline for submission of grades for a student's last term at UNF **before** graduating.
- **All grades** will remain on the student's official transcript. The original course grade will be annotated with a "\*" before the grade to indicate that the course has been subsequently repeated and the quality points suppressed from the GPA.
- **IMPORTANT NOTE:** Although none of the courses will count toward graduation or in the cumulative and term GPA calculation, the originally recorded grades will be used in calculating any "honors" for graduation.
- A student may exercise only one forgiveness policy. In particular, a student who is granted Grade Forgiveness may not exercise Term Forgiveness.

---

Student Number: N\_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Requesting Grade Forgiveness for:

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Term/Year Taken \_\_\_\_\_  
(Original Course you want forgiven)

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Term/Year Taken \_\_\_\_\_  
(Replacement course you want calculated into your GPA)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Approval (if appropriate) \_\_\_\_\_ Date \_\_\_\_\_

Enrollment Services Use Only

New Cum GPA: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_