

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

Enrollment Services  
Updated 9/06

# University of North Florida

## TERM FORGIVENESS FORM

Effective Fall 1994, an undergraduate degree-seeking student (first baccalaureate) may request Term Forgiveness, which involves a student's petition to retroactively withdraw from all courses in one academic term because of personal or financial problems. The following guidelines apply to a petition for Term Forgiveness:

- If approved, the transcript will note "TERM FORGIVENESS" for the appropriate term. The original grades will remain on the transcript. For the purpose of graduation and grade point average (GPA) calculation, the grades for all courses taken that term will be treated as though the student had received a "W" in each course. **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.
- Forms will never be approved for the present term or immediately preceding term. Students must successfully complete one full semester after requested term.
- Students who have been away from UNF and who plan to return as a degree-seeking undergrad, must be admitted and wait one full term before seeking term forgiveness.
- Forms must be approved prior to graduation.
- No more than one petition for Term Forgiveness may be granted for any student at UNF.
- The form can only be approved by the College that the student was enrolled in during the semester for which Term Forgiveness is requested.
- A student may exercise only one forgiveness policy. In particular, a student who is granted Term Forgiveness may not exercise Grade Forgiveness.

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Student's Name \_\_\_\_\_ Student Number: N \_\_\_\_\_  
(Please Print)

Student's Address \_\_\_\_\_  
(City) (State) (zip)

I request Term Forgiveness for: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year: \_\_\_\_\_

During this time, I was enrolled and taking classes in the College of:  
\_\_\_ Arts & Sciences \_\_\_ Coggin College of Business \_\_\_ Computing, Engineering, & Construction  
\_\_\_ Education & Human Services \_\_\_ Health

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Student may attach additional explanation with documentation)

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

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Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **All Students must obtain signatures of Advisor and Dean to process request.**
- Students requesting Term Forgiveness during the time they were classified as freshman or sophomores must obtain signatures from Freshman and Sophomore Advising and the Dean of the College of Arts and Sciences.

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Enrollment Services Use Only  
New Cum GPA: \_\_\_\_\_  
Processed by: \_\_\_\_\_  
Date: \_\_\_\_\_