GRADE FORGIVENESS REQUEST FORM

Select if applicable:  _____ Potential Graduate (applied to graduate current term)
                        _____ Academic Probation/Dismissal

Student Name: ___________________________ Student ID: ________________
Last Name                        First Name                    MI

(ADDRESS)
(CITY)                        (STATE)                        (ZIP CODE)

(AREA CODE) (TELEPHONE NUMBER) (USF EMAIL)

ORIGINAL COURSE (For Summer term indicate session either Summer A, Summer B, or Summer C)

<table>
<thead>
<tr>
<th>TERM</th>
<th>YEAR</th>
<th>CRN</th>
<th>SUBJECT NUMBER</th>
<th>SECTION</th>
<th>COURSE TITLE</th>
<th>CR. HRS</th>
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</thead>
</table>

REPEAT COURSE (For Summer term indicate session either Summer A, Summer B, or Summer C)

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<tr>
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IF ANY OF THE REPEAT COURSE INFORMATION VARIES FROM THE ORIGINAL COURSE INFORMATION, YOU MUST RECEIVE

THE SIGNATURE OF THE COLLEGE DEAN OR DESIGNEE. 

SIGNATURE, COLLEGE DEAN/DESIGNEE (IF APPLICABLE) ________________________________
DATE ____________________________

_____ VA Benefits.  Note: VA Students should contact Veterans Services prior to submitting this form.

USF system Grade Forgiveness policy permits Undergraduate and Non-Degree students to repeat a course taken within USF system and have the repeated grade and hours earned computed in his/her GPA in place of the original grade and hours earned, providing the repeat grade is "D-" or higher (exception – see Honors at Graduation). The Registrar’s Office suggests consulting with an Academic Advisor to determine which course to apply for forgiveness, and when to use the three (3) grade forgivenesses. A Grade Forgiveness is not permissible when repeating a course after receiving an "FF" grade indicating academic dishonesty. If the repeated grade is "F", both grades will be calculated into the GPA. Normally, grade forgiveness may only be applied to a specific course that a student chooses to repeat. No course taken on the S/U grade basis may have the grade forgiveness applied. Under unusual circumstances, a different but similar course may be used if the substitute course has been previously approved by the college Dean and is on file in Office of the Registrar. Students choosing to apply for grade forgiveness must:

1) Complete a separate “Grade Forgiveness Request Form” after each course repeated.
2) Adhere to the following conditions:
   a) A limitation of the three grade forgiveness of USF courses with no more than one repeat per course.
      (1) With prior approval of the college Dean, a course different from a course on the approval list may be substituted if the substitute course has had a change in prefix, number, hours, or title, but not a substantive change in content.
      (2) The substitute course replaces a course no longer offered by the institution.
   b) The repeated course must be taken on the “A+” through “F” grading system, and the latest grade must be “D-” or higher.
   c) All grades remain on the transcript. The original course grade will be annotated with “E” to indicate that the course has been repeated and the original grade is not included in the GPA.
   d) Individual colleges may have further restrictions; therefore, the student should consult with his/her college.

Please note: a Grade Forgiveness will not be processed if the second attempt/grade is lower than the first attempt/grade.

This policy applies only to undergraduate and non-degree-seeking students and 1000-5000 level courses. Once students have been awarded a bachelor’s degree from USF, they may not repeat a course and be forgiven the original grade taken prior to graduation. The policy applies only to courses taken originally within the USF system and repeated within the USF system.

Student Signature ___________________________ Date ___________________________

Processed by ___________________________ Date ___________________________

OFFICE OF THE REGISTRAR
USF St. Petersburg  •  140 Seventh Ave. South, BAY 102  •  St. Petersburg, Florida 33701
Phone (727) 873-4645  •  Fax (727)873-4329  •  www.usfsp.edu/records

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