

# FLORIDA ATLANTIC UNIVERSITY™

## FORGIVENESS POLICY REQUEST

Z #: \_\_\_\_\_ Anticipated Graduation Term: \_\_\_\_\_ Year: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

I HEREBY REQUEST TO HAVE THIS POLICY APPLIED TO:

COURSE PREFIX: \_\_\_\_\_ COURSE NUMBER: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

COURSE WAS ORIGINALLY TAKEN IN: TERM \_\_\_\_\_ YEAR \_\_\_\_\_

COURSE WAS/IS TO BE RETAKEN IN: TERM \_\_\_\_\_ YEAR \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Forgiveness Policy permits an **undergraduate** student to repeat an **undergraduate** FAU course and allows only the last grade to count in the grade point average. This policy may be applied only twice during a student's study at the University and does not remove the previous grade but eliminates the effect of that grade on the FAU cumulative GPA by removing it from the computation.

**This policy cannot be applied once you have graduated.** The Forgiveness Policy applies only to course originally **taken and repeated at FAU**. All Forgiveness Policy requests should be mailed or faxed to the Office of the Registrar at the address below.

**Once the Forgiveness Policy has been applied to your student record; a comment "Excluded from GPA" will be indicated on your transcript.**

Please fax or send this form with the required signature to: The Registrar's Office

**Florida Atlantic University**  
777 Glades Road  
PO Box 3091  
Boca Raton, FL 33431-0991  
Fax: 561.297.2756