

## FORGIVENESS POLICY REQUEST

Students should understand that all coursework, including those courses for which the Forgiveness Policy has been applied, counts in the calculation of excess hours. Students might eventually incur additional fees in the pursuit of their degree, so they will need to chart their plan of study in consultation with an academic advisor.

**Z #:** \_\_\_\_\_ **Classification:** ☐ Senior ☐ Junior ☐ Sophomore ☐ Freshman **Date of Birth:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**I 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 TAKEN IN: TERM / YEAR** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Freshman Advisor Signature (for Freshmen only):** \_\_\_\_\_ **Date:** \_\_\_\_\_

### University Forgiveness Policy for Repeated Courses

The University Forgiveness Policy permits an undergraduate student to repeat an FAU course and allows only the last grade to count in the grade point average. The policy does not remove the previous grade but eliminates the effect of that grade on the FAU cumulative GPA by removing it from the computation. The Forgiveness Policy does not apply to non-degree or transient students, nor does it apply to S/U courses.

Forgiveness Policy Request forms should be submitted after the course has been repeated. In the event that a student chooses to repeat a course that is no longer offered by the University, it is the prerogative of the academic unit that offered the original course to either deny the student's request or to designate an appropriate, related substitute course.

1. This policy may be applied three times during a student's undergraduate study at the University, but no more than two of the courses may be at the 3000- and 4000-levels. If a student is in a five-year baccalaureate program, one Forgiveness may be applied to a 5000-level course in that program.
2. All freshmen wishing to use the Forgiveness Policy must obtain the approval of an advisor.
3. The repeated course must be taken at FAU.
4. Grades awarded due to academic irregularities cannot be repeated under the Forgiveness Policy. (See University Regulations, Chapter 4, Regulation 4.001, **Code of Academic Integrity**.)
5. For transferred courses, grade forgiveness by the prior institution will be honored by Florida Atlantic University.