POLICY STATEMENT

Florida International University (FIU) provides undergraduate students with a limited opportunity to repeat a course in order to improve their grade point average.

A. Undergraduate students are allowed grade forgiveness only three times.
B. For a class to be considered as repeated and lead to the adjustment of the GPA, the course must be the same, the grade option must be the same, and it must be repeated at FIU.

SCOPE

This policy applies to all undergraduate students.

REASON FOR POLICY

To advise undergraduate students about the grade forgiveness policy.

DEFINITIONS

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITIONS</th>
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<tbody>
<tr>
<td>Grade forgiveness</td>
<td>Ability for a student to repeat a limited number of courses to improve their grade point average (GPA) by having only the grade received on the last repeat used in the calculation provided the grade earned is less than a “C.”</td>
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ROLES AND RESPONSIBILITIES

The Office of the Registrar is responsible for the processing of grade forgiveness requests. It must ensure that grade forgiveness requests meet the criteria outlined in the policy, and that students are informed when grade forgiveness cannot be applied to their academic record for any reason.

RELATED RESOURCES
FIU Regulation 2501 – Student Conduct and Honor Code

CONTACTS

Office of the Registrar
11200 SW 8th Street, PC 135
Miami, FL 33199

HISTORY

Initial Effective Date: May 11, 1998
Review Dates (review performed, no updates): N/A
PROCEDURE STATEMENT

Based on Grade Forgiveness Policy # 1360.030, FIU provides undergraduate students with a limited opportunity to repeat a course in order to improve their grade point average, as further explained herein.

The following requirements apply to grade forgiveness:

1) Only Undergraduate students/classes are eligible.
2) Allowed a maximum of only three times. The same class may be forgiven up to three times or the student may use the three opportunities to apply to different classes.
3) Only the final grade for the three classes repeated under the grade forgiveness will count in computing the student's GPA. The recalculation of the GPA is an internal FIU process only and might not be accepted by other institutions and/or services.
4) For a class to be considered as repeated and lead to the adjustment of the GPA, the course must be the same, the grade option must be the same, and it must be repeated at FIU.
5) Students who are found responsible for Academic Misconduct violations under FIU Regulation 2501 - Student Conduct and Honor Code are prohibited from using the Grade Forgiveness Policy for the course in which the Academic Misconduct occurred.

Students who have used all three options under the grade forgiveness may still repeat courses in which a non-passing grade was received. However, both the original grade and any additional grades received through repetitions of the course will be used in computing the GPA.