

College Operating Procedures (COP)



Procedure Title: Grade Forgiveness Policy
Procedure Number: 03-1203
Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:
Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/01/10; 02/15/11

Purpose Statement: The Grade Forgiveness policy of the College allows a student to repeat a course to obtain a better grade or non-failing grade. The College has the right to limit the number of repeat attempts.

Guidelines:

The information outlined below clarifies intent and provides direction for the application of said procedure.

Procedures:

The Grade Forgiveness Policy permits students to repeat a course in an attempt to improve a grade of D or F. A student will be limited to two repeats per course. Upon a third attempt, the student is not permitted to withdraw from the course and the grade assigned is the final grade for the course. Course withdrawals and earned grades count toward the maximum attempts.

Grade forgiveness is automatic, beginning Summer B, 1995, for all students who have repeated courses at the College. Students must complete a Grade Forgiveness Form only if BOTH the original and the forgiven grades were awarded in terms or semesters previous to Summer B 1995; or if both courses were transferred to the College from other institutions.

Students should be aware that some colleges or universities may not accept the grade of a repeated course, or may compute grade-point averages incorporating the grade originally assigned.

Students receiving financial aid of any type are cautioned to check with the Financial Aid office to ensure that the repeated courses will count toward their financial aid award. Only the last grade earned in a repeated course will be calculated into the grade-point average at the College, provided that the last assigned grade is not a W or an X (Audit). However, all grades will appear on the transcript. Students may not repeat a course to improve grade-point average after the awarding of an Associate's degree.

This policy applies to courses that are repeated for grade forgiveness purposes. It does not apply to officially repeatable courses. (These courses may include, but are not limited to music courses, special topics courses, art courses, etc.)

Student requests for a change of grade to a "W" must be submitted through a petition for Exception to Registration Policies and Procedures.