



# Undergraduate Application For Grade Forgiveness

*Office of the Registrar*

*Return form to:  
Room 109/Penland Administration Building  
USC Aiken  
471 University Parkway  
Aiken, SC 29801*

# Undergraduate Application For Grade Forgiveness

Student Name:

Student Number:

It is the policy of the University of South Carolina Aiken that every currently enrolled, fully-admitted, degree-seeking undergraduate earning a "D+," "D," "F," or "WF" in a USC Aiken course may take up to two (2) undergraduate courses for a second time for the purpose of grade forgiveness. Both the first and second grades shall appear on the USC system permanent record, but only the second grade will be used in computing the USC system grade point average. An explanatory notice will appear on the record. Once grade forgiveness is applied to a repeated course, the action may not be revoked.

Eligible students wishing to apply the course grade forgiveness policy to a course enrollment may do so at any time during his/her undergraduate enrollment, but no applications for course grade forgiveness will be honored after the degree is awarded. Grade forgiveness can only be applied once per course for a maximum of two courses (not to exceed 8 credits) on a student's undergraduate academic record, without regard to the number of degrees sought. Under the grade forgiveness policy, the class for which the grade is being forgiven and the repeated class must both be taken at the same USC campus. Courses transferred from other institutions are excluded from this policy.

This policy does not preclude students from repeating classes multiple times, in accordance with program requirements, but only the grade earned in the second attempt at the class may "forgive" the original grade of "D+," "D," "F," or "WF." Only a regular letter grade can replace a forgiven grade. Grades of "W," "I," "S," "U" or "AUDIT" may not replace previous grades.

**Established requirements for repeating classes, admission to, or progression in specific academic programs of the University take precedence over the grade forgiveness policy. Program or progression grade point averages are not affected by this policy. Refer to the guidelines for each program for specific requirements.** Courses intended to be repeated for additional credit, such as research or applied music, are not eligible for grade forgiveness. Semester honors (dean's or president's honor list), academic standing (probation or suspension), or previous grade point totals will not change retroactively as a result of applying this policy. Students who have been granted Academic Forgiveness to reset the grade point average after readmission are not eligible for course grade forgiveness. Please refer to the bulletin entry for Academic Forgiveness for Former USC Students with Less Than a 2.00 Cumulative GPA.

**PLEASE COMPLETE THIS POLICY QUESTIONNAIRE PRIOR TO SUBMITTING YOUR REQUEST. STUDENTS WHO ANSWER YES TO ALL QUESTIONS ARE ELIGIBLE FOR GRADE FORGIVENESS.**

	Yes	or	No
Are you currently enrolled at USC Aiken?	<input type="checkbox"/>		<input type="checkbox"/>
Are you fully-admitted and degree-seeking at USC Aiken?	<input type="checkbox"/>		<input type="checkbox"/>
Was the grade to be forgiven earned the <b>first</b> time you attempted the course?	<input type="checkbox"/>		<input type="checkbox"/>
Was the grade to be forgiven earned in Fall 2007 or later?	<input type="checkbox"/>		<input type="checkbox"/>
Was the grade to be forgiven a "D+," "D," "F," or "WF?"	<input type="checkbox"/>		<input type="checkbox"/>
Was the grade to be forgiven for a course taken at USC Aiken?	<input type="checkbox"/>		<input type="checkbox"/>
If you are pursuing a second degree at USC Aiken, was the grade to be forgiven earned after you earned your first degree?	<input type="checkbox"/>		<input type="checkbox"/>

Student Name:

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	Yes	or	No
Was the replacement grade earned on your second attempt?	<input type="checkbox"/>		<input type="checkbox"/>
Was the replacement grade earned at USC Aiken?	<input type="checkbox"/>		<input type="checkbox"/>
Was the second grade a regular grade "A," "B+," "B," "C+," "C," "D+," or "D," rather than an "I," "S," "U," "W," or "AUDIT"?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that both the original course grade and the course used for grade forgiveness will remain on your USC system record?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that grade hours attempted in the original course will remain in the collegiate grade hours which may affect the calculation for graduation with honors?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that grade forgiveness can only be used one time per course for a maximum of two (2) USC undergraduate courses (not to exceed 8 credit hours) regardless of the number of degrees sought or the number of campuses attended?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that once grade forgiveness is applied to a course, the action will not be revoked nor can courses used for forgiveness be substituted for other courses?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that you may consult with your academic advisor for how best to apply the grade forgiveness policy, but that the decision is yours?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that you may request grade forgiveness at any time during your undergraduate enrollment but no later than the date of your commencement (graduation)?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that college or major program eligibility requirements, course repetition restrictions and progression grade point averages are not affected by this grade forgiveness policy?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that semester honors (dean's or president's list), academic standing (suspension and probation) or previous grade totals will not change retroactively as a result of applying grade forgiveness to a course?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that you are not eligible for grade forgiveness if your academic record and GPA was recalculated as a result of the USC Aiken Academic Forgiveness Policy for Former Students?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that in the future, if you apply for admission to other colleges, universities, graduate, or professional schools, or if your record is evaluated by national testing agencies such as AMCAS or LADAS, both grades will likely be included in the calculation of your GPA?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that financial aid and/or scholarship eligibility may be affected by grade forgiveness and you should consult a financial aid counselor prior to requesting grade forgiveness?	<input type="checkbox"/>		<input type="checkbox"/>

If you answered **NO** to any of the questions above, you may not apply the course grade forgiveness policy.  
If you answered **YES** to all of the questions, you may proceed with completing this form.



UNIVERSITY OF  
**SOUTH CAROLINA.**  
 AIKEN

**RETURN FORM TO:**  
 Office of the Registrar  
 Room 109/Penland Building  
 Aiken, SC 29801  
 Fax: 803.641.3347

**Undergraduate Request For Grade Forgiveness**

This form must be completed and returned to the Office of the Registrar **no later than the date of your commencement (graduation) ceremony.** Students will be notified in writing of the results of this request.

1. Only **currently enrolled, fully-admitted, degree seeking undergraduate students** are eligible for grade forgiveness.
2. Grade forgiveness is limited to two (2) USC courses. Both the original course and the course used for the purpose of forgiveness must have been completed at the same USC campus. Grade forgiveness can only be used one time per course.
3. Only grades of "D+," "D," "F," or "WF" earned on the first attempt in a course are eligible for grade forgiveness.
4. Grade forgiveness will only be approved for courses taken beginning with the Fall 2007 term.

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_  
 USC ID# \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_  
 CAMPUS \_\_\_\_\_ MAJOR \_\_\_\_\_ EXPECTED GRADUATION \_\_\_\_\_

**ORIGINAL COURSE**

DEPT \_\_\_\_\_ PREFIX \_\_\_\_\_ NUMBER \_\_\_\_\_ SUFFIX \_\_\_\_\_ SECTION \_\_\_\_\_ CREDITS \_\_\_\_\_ GRADE \_\_\_\_\_  
 TERM TAKEN \_\_\_\_\_ COURSE TITLE \_\_\_\_\_

**COURSE TO BE APPLIED FOR GRADE FORGIVENESS**

DEPT \_\_\_\_\_ PREFIX \_\_\_\_\_ NUMBER \_\_\_\_\_ SUFFIX \_\_\_\_\_ SECTION \_\_\_\_\_ CREDITS \_\_\_\_\_ GRADE \_\_\_\_\_  
 TERM TAKEN \_\_\_\_\_ COURSE TITLE \_\_\_\_\_

**I have read, understand, and agree to all terms and conditions of the Undergraduate Grade Forgiveness Policy.**

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**USC AIKEN REGISTRAR'S USE ONLY**

Approved  
 Disapproved

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_