

Undergraduate Application for Grade Forgiveness

Student Name: _____

Student # (VIP): _____

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," "FN" 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 the same class 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," "FN" 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?

Are you fully-admitted and degree-seeking at USC Aiken?

Was the grade to be forgiven earned the first time you attempted the course?

Was the grade to be forgiven earned in Fall 2007 or later?

Was the grade to be forgiven a "D+," "D," "F," "FN" or "WF?"

Was the grade to be forgiven for a course taken at USC Aiken?

Do you understand that you are **not** eligible for grade forgiveness if you are pursuing a second degree at USC and the grade to be forgiven was earned after you earned your first degree?

Student Name: _____

Student # (VIP): _____

YES or NO

Was the replacement grade earned on your second attempt?

Was the replacement grade earned at USC Aiken?

Was the second grade a regular grade "A," "B+," "B," "C+," "C," "D+," or "D," rather than an "I," "S," "U," "W," or "AUDIT"?

Do you understand that both the original course grade and the course used for grade forgiveness will remain on your USC system record?

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?

Do you understand that if the forgiven grade was a "D" or "D+", those hours earned will no longer be in your totals?

Do you understand that grade forgiveness can only be used one time per course for a maximum of two (2) USC system undergraduate courses (not to exceed 8 credit hours system-wide) regardless of the number of degrees sought or the number of campuses attended?

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?

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?

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)?

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?

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?

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?

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?

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?

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.



RETURN FORM TO:
Office of the Registrar
Room 109 Penland Bldg
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 of the results of this request at their USCA e-mail address. This information will also be available on Self Service Carolina several days after the request has been submitted.

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," "FN" 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.
5. To insure fairness and academic integrity, exceptions to any grade forgiveness regulations can not be granted by petition or by special action
6. Your grade forgiveness request will not be processed if the final grade in the second attempt of the course is not posted on your final grade report. Please confirm the posting of this grade on your Self Service Carolina Academic Transcript before submitting your request. In approximately one week, Self Service Carolina should be updated so you will be able to see your new totals and GPA.

LAST NAME _____ FIRST NAME _____ MI _____
 STUDENT ID# (VIP) _____ EMAIL _____ PHONE _____
 CAMPUS _____ MAJOR _____ EXPECTED GRADUATION _____

Original Course to be forgiven

(First attempt with grade of D+,D,F,FN,WF)

Departmental Abbreviation _____ Course Number _____ Credit Hrs _____ Grade _____
Example: ENGL A101

Term Taken _____ Course Title _____

COURSE USED FOR GRADE FORGIVENESS

(Second attempt with grade of A,B+,B, C+,C,D+,D,F,FN,WF)

Departmental Abbreviation _____ Course Number _____ Credit Hrs _____ Grade _____
Example: ENGL A101

Term Taken _____ Course Title _____

My written signature below denotes that I have read, understand and agree to all the terms and conditions of the Undergraduate Grade Forgiveness Policy. I understand that approval of this request is based on meeting the policy requirements for the Undergraduate Grade Forgiveness. Students are responsible for confirming that this request has been received by the Office of the Registrar.

Written Student Signature _____ DATE _____

USCA Registrar's use only

Approved **Disapproved** Processed by: _____ Date _____ rev61715