



UCCS CAMPUS POLICY

Policy Title: Grade Forgiveness

Policy Number: XXX-XXX Functional Area: Academic Affairs

Effective:

Approved by: Venkat Reddy, Chancellor

Responsible Vice Chancellor: Provost/Executive Vice Chancellor for Academic Affairs
(EVCAA)

Office of Primary Responsibility: Provost/EVCAA

Policy Primary Contact: Office of the Provost/EVCAA (719) 255-3700

Supersedes: N/A

Last Reviewed/Updated: N/A

Applies to: Administration, Faculty, Staff, Students and Third Parties

Reason for Policy: Establish the process whereby undergraduate students enrolled at UCCS can replace a limited number of grades of C- or below earned in certain courses with a new grade after repeating the same course, maintaining a record of both grades on the transcript but applying only the most recent grade towards the transcript GPA.

I. INTRODUCTION

The University of Colorado Colorado Springs (“University” or “UCCS”) developed this policy through a collaborative effort between the UCCS Faculty Assembly and the UCCS Student Government Association. The aims of implementing this policy at UCCS are to enhance student retention, improve students’ transcript grade point average (GPA) and enhance student success through a basic process hereafter referred to as “Grade Forgiveness.” This policy provides the requirements for how students may replace grades in their transcript GPA calculations for repeated courses.

II. POLICY STATEMENT

A. General.

1. This policy applies only to undergraduate, degree-seeking students. Students who have graduated are not eligible for grade replacement for courses taken prior to that graduation.
2. This policy does not supersede or alter existing campus, college, department, or program course repetition policies.

3. Appendix A, "Considerations" contains several considerations of which students should be aware prior to enacting this policy.
- B. Eligibility.
1. This policy only applies to courses taken at UCCS. All courses must also be retaken at UCCS.
 2. This policy applies to enrolled courses beginning with the fall 2021 semester. Students can declare grade forgiveness for fall 2021 courses beginning in the spring 2022 semester. Students cannot use this policy for courses taken prior to fall 2021.
 3. This policy only applies to undergraduate students repeating courses at the undergraduate level. For graduate level courses, please see the Graduate School policy. <https://graduateschool.uccs.edu/current-students/policies-and-procedures#5.2>
 4. Once a degree is conferred, courses completed prior to the degree are no longer eligible for grade forgiveness.
 5. This policy only applies to grades of a C- or below.
- C. Requirements.
1. Students wishing to retake a course will have one opportunity to retake that course for grade forgiveness purposes. Only the most recent attempt of a course will be eligible for grade forgiveness. Please see examples under Appendix A, "Considerations."
 2. Both grades for the course will appear on the transcript but only the most recent grade will apply towards the transcript GPA. Please see examples under Appendix A, "Considerations."
 3. Original course and courses repeated for grade replacement must be taken for a letter grade (not pass/fail, no credit/audit).
 4. If a student invokes the grade replacement policy but drops or withdraws from the course before the end of the term, this attempt does not count against the number of credits a student is allowed to repeat, and the grade from the most recent prior attempt stands.
 5. The course retaken must be the identical course as determined by the Registrar.
 - a. Independent learning/studies and field experience courses may not be used to repeat a course for grade replacement.
 - b. Classes ineligible for grade replacement are those courses that are designated in the catalog as repeatable for credit (i.e., independent studies, field experience, thesis hours, etc.) and special topics courses with the following exceptions:
 - i. Special topics courses are eligible for grade replacement if the same special topic is taken again.
 - ii. Special topic courses that become a regular course (i.e., offered originally as a special topics course and then offered as a regular course) are eligible for grade replacement.
 6. Grade forgiveness opportunities cannot exceed a maximum of 15 undergraduate credits total per student. Please see examples under Appendix A.
 7. Students must submit their declaration form to the Office of the Registrar by the course census date for the repeated course.
 8. Students must review the considerations section below and should consult with applicable departments, such as academic advising and financial aid, for support. Students must contact Financial Aid if they have already taken a course twice and are now seeking to take it again for Grade Forgiveness.

9. Once the grade for the course repeated for grade forgiveness has been posted to the academic record, the request cannot be revoked or reversed. Please see the Grade Forgiveness Procedures for the steps and timeline for revoking a grade forgiveness request.
10. No retroactive adjustments or transactions for prior terms will be performed as a result of repeating a course, including but not limited to changes in academic standing, honors eligibility, or financial aid eligibility.
11. No student will be allowed to use a repeated course for grade forgiveness where the original grade is determined to be the result of academic dishonesty.
12. Students are still responsible for all normal tuition and fees for both the original course and the repeated course.
13. Students who repeat a course pursuant to this policy will have an indicator associated with their student records for reporting and student support purposes.

III. RECOMMENDATIONS

- A. Students should retake courses as soon as possible.
- B. Students should be strategic about which courses they repeat for grade forgiveness.

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Cross References/Appendix:
 - [Appendix A: Considerations](#)
 - [Grade Forgiveness Procedures](#)
 - [APS 1025, Uniform Grading Policy](#)

V. HISTORY

- A. Initial Policy Approval:
- B. History: New Policy

APPENDIX A: CONSIDERATIONS

The following factors and examples are important for students to consider before they decide to pursue repeating a course pursuant to this grade forgiveness policy. Please consult with applicable departments, such as Academic Advising, Financial Aid, or Office of Military and Veteran Affairs for help with determining how repeating courses may affect your educational goals.

1. **Course Credits.** Repeating a course does not allow a student to count both attempts towards graduation credit. The Office of Degree Audit and Transfer Credit ensures a specific course's credit can only be counted once towards graduation. Academic advisors will monitor progress toward graduation and repeated courses.
2. **Early Intervention.** This policy is meant to be used sparingly and not as a tool for students to easily "manage" their overall G.P.A. or improve their position for graduation. Students are encouraged to inform their instructors, advisors and mentors as soon as possible of any extenuating circumstances that may potentially contribute to a poor grade in a course they are taking. Additionally, instructors, advisors, mentors and staff should strive to identify students in difficult circumstances that could lead to a poor or failing grade. By identifying the student early and employing helpful intervention techniques, the student may be able to raise their grade to an acceptable level or be encouraged to withdraw from the course and not need to exercise this policy after the fact.
3. **Examples regarding grades and GPA:**
 - Example 1:**

What happens if a student retakes a course for grade forgiveness and receives a lower grade the second time?

 - A student takes a course for the first time and receives a C-. The student arranges to take the course again using grade forgiveness and receives a D. Only the D will count in the student's transcript GPA. The second grade will count in the GPA even if lower.
 - Example 2:**

What happens if a student has already taken a course twice and wants to take it a 3rd time using grade forgiveness?

 - A student takes a course two times, then takes it a third time using grade forgiveness. The first grade received will count in the GPA, the second one won't count in the GPA (it is forgiven), and the third grade received will count in the GPA.

Examples regarding the 15 credit hour maximum per student:

Example 1:

What happens if students are pursuing dual bachelor's degrees? Can they use 15 credits of grade forgiveness for each bachelor's degree or is it 15 credits total?

- Grade forgiveness opportunities cannot exceed a maximum of 15 undergraduate credits total per student. If a student is pursuing dual bachelor's degrees and uses 9

credit hours of grade forgiveness toward one degree and wants to use grade forgiveness toward their other degree, they will have 6 credit hours remaining to use.

Example 2:

What happens if students switch degrees/majors? Does the counting of the 15 credits start over with the degree/major change?

- No, the counting does not start over with the degree/major change. If they have used 6 credits of grade forgiveness while pursuing one major, they will have 9 credit hours of grade forgiveness remaining after they switch majors, toward their maximum of 15 undergraduate credits total per student.

Example 3:

What happens if students graduate with one bachelor's degree and come back later to pursue another bachelor's degree? Can they apply for a new 15 credit hours of grade forgiveness during pursuit of the subsequent degree?

- No, the 15 credit hour maximum applies regardless of degrees pursued. If a student uses 12 credit hours of grade forgiveness while earning a bachelor's degree, then returns later to pursue another bachelor's degree, they will have 3 credit hours of grade forgiveness remaining for their subsequent degree.

4. Graduate or Professional School Applications. Students who plan to apply to graduate or professional school should be aware that some graduate/professional programs will recalculate a G.P.A. to include all grades from a transcript when considering graduate/professional school applications. In this case, courses retaken under this grade forgiveness policy may not actually help their G.P.A. for their application to graduate/professional school.
5. Program, department and/or college policies at UCCS related to grade requirements for entry into the unit may not recognize grade forgiveness. Even if a student declares they are repeating a course for grade forgiveness, students may be prevented from entering certain programs, departments and/or colleges due to the original grade earned in the course.
6. Program, department and/or college policies at UCCS related to grade requirements for remaining in (or continuing in) the unit may not recognize grade forgiveness. Even if a student declares they are repeating a course for grade forgiveness, students may be prevented from continuing in certain programs, departments and/or colleges due to the original grade earned in the course.
7. Financial Aid and Scholarship Implications. There are several aspects of this policy that relate to financial aid and scholarship funds that a student may receive. For more detail, students are encouraged to seek advice from the Office of [Financial Aid, Student Employment and Scholarships](#) before using this grade forgiveness policy. In addition, the following should be noted:

- Federal regulation allows students to receive federal financial aid to retake a passed course one time only.
- If a student does retake a passed course, both grades will be included in the cumulative G.P.A. used for financial aid eligibility purposes. Students must know that there will be at least two separate G.P.A.s that concern them— one for financial aid and one for their transcript. If the grade earned for the repeat course is higher than the original grade, the transcript G.P.A. will be higher than the financial aid G.P.A. If the financial aid G.P.A. is less than 2.0, the student will be in jeopardy of no longer qualifying for financial aid. This could happen even if the transcript G.P.A. is greater than 2.0.
- Undergraduates must complete their program within 150% of the published length of their degree program (as measured in credit hours). For financial aid purposes, repeated credits **are** included in this maximum timeframe calculation. Consequently, students exercising this grade forgiveness policy will be increasing the likelihood that they exceed this maximum timeframe and thus, should exercise this policy judiciously.
- Students with scholarships should, in conjunction with help from the Office of [Financial Aid, Student Employment and Scholarships](#), ensure the stipulations of their scholarship funds will allow them to use their scholarship funds to take repeat courses for grade forgiveness purposes.

Grade Forgiveness Procedures

VI. DECLARATION PROCESS

- A. The Office of the Registrar will provide a process for students to submit declaration forms.
- B. The Office of the Registrar will provide a process for administering the declarations.
- C. A student states their intent to repeat a course for grade forgiveness by filing a declaration form with the Registrar's office. Students must submit their declaration form to the Office of the Registrar by the course census date.
- D. As part of the declaration submission, students will be asked to acknowledge that they read Appendix A: Considerations for this policy and understand the information it contains.

VII. REVOCATION OF REQUEST FOR GRADE FORGIVENESS

- A. The Office of the Registrar will provide a process for students to revoke a grade forgiveness request. Grade forgiveness requests must be revoked by the last day of the semester during which the course is retaken. Students should contact the Office of the Registrar prior to the last day of the semester to revoke a request.

VIII. DATA COLLECTION AND REVIEW

- A. The following data, at a minimum, should be collected for three years following implementation of the policy:
 - a. Track whether students' aid eligibility has been negatively impacted by this policy. (Financial Aid)
 - b. Track the number of students exercising this policy, and how often each student exercises it. (Registrar)
 - c. Track the student's major at census during the term course forgiveness was declared. (Registrar)
 - d. Track the courses for which grade forgiveness has been requested. (Registrar)
 - e. Track the term GPA for the terms grade forgiveness was utilized (term the original course was taken; term the repeated course was taken) and cumulative GPA of students utilizing this policy. (Registrar)
 - f. Track the retention rate of the students who utilize this policy. (Institutional Research)
- B. After three years, UCCS EPUS, Faculty Representative Assembly, and other relevant groups will review the data available from the implementation of this policy to see if it needs revisions to improve its function.