

- A. Only applies to courses taken at UCCS.
- B. Only applies to repeat courses at the undergraduate level.
- C. Only applies to grades below C-.
- D. Students wishing to retake a course will only have one opportunity to retake that course for grade forgiveness purposes. Thus, only the first recorded grade in a course can be replaced for grade forgiveness purposes once a student has repeated the course.
- E. Both grades will appear on the transcript but only the higher grade will apply towards the transcript G.P.A.
- F. Original course and courses repeated for grade replacement must be taken for a letter grade (not audit, pass/fail, no credit).
- G. The course retaken must be the same 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 special topics courses and those courses that are designated in the catalog as repeatable for credit (i.e., independent studies, field experience, thesis hours, etc.).
 - i. 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.
- H. Grade forgiveness opportunities will be limited to fifteen credit hours total in a student's academic career.
- I. A student must request to repeat a course for grade forgiveness prior to re-taking the class by filing a petition. Petitions (see below) for grade forgiveness must be completed and received no later than 2 weeks before the start of course.
- J. Once a request to use a repeated course has been approved, the request cannot be revoked or reversed.
- K. No retroactive adjustments or transactions for prior terms will be performed as a result of repeating a course, including changes to academic standing or eligibility for honors, financial aid, etc.
- L. 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.
- M. Students are still responsible for all normal tuition and fees for both the original course and the repeated course.

IV. PETITION PROCESS

- A. The Office of the Registrar will provide a petition form for students to exercise this policy until an automated process is developed. The Petition must be completed by the student and received by the Registrar no later than 2 weeks before the start of the course.
 - a. The petition will be reviewed by the Registrar's office and the program/department/college in which the student is enrolled to determine if the request fulfills the requirements stated in this policy and the requirements of the program/department/college in which the student is enrolled.
- B. As part of the Petition submission, students will be asked to acknowledge that they read Appendix A: Considerations for this policy and understand the information it contains.
- C. Students who exercise the policy and whose petition is accepted and repeat a course pursuant to this policy will have an indicator associated with their student records so that units can pull a report that allows them to identify those students

each term and reach out to them.

V. RECOMMENDATIONS

- A. Students shall meet with their academic advisor prior to submitting a Grade Forgiveness Petition to determine the impact on their financial aid/scholarships and progress toward graduation.
- B. Students should retake courses as soon as possible.
- C. Students should be strategic about which courses they petition for grade forgiveness.

VI. POLICY DEVELOPMENT

- A. After three years, UCCS will review the data available from the implementation of this policy to see if it needs revisions to improve its function. The following data, at a minimum, should be collected during these five years:
 - a. Monitor any decrease in student's eligibility for financial aid as a result of failing to maintain satisfactory academic progress (SAP) due to repeating a course for grade forgiveness using this policy. (Financial Aid)
 - b. Track the number of students exercising this policy, and how often each student exercises it. (Registrar)
 - c. Track the Majors represented by students exercising this grade forgiveness policy. (Registrar)

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

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

VIII. HISTORY

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

APPENDIX A: CONSIDERATIONS

The following factors are important for students to consider before they decide to pursue repeating a course pursuant to this grade forgiveness policy.

1. **Course Credits.** Repeating a course does not allow a student to count both attempts towards graduation credit. The Registrar's degree audit procedure ensures a specific course's credit can only be counted once towards graduation.
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. **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.
4. **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 petitions for grade forgiveness, students may be prevented from entering certain programs, departments and/or colleges due to the original grade earned in the course.
5. **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 petitions 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.
6. **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 Title IV 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. In all cases, 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.