



UCCS CAMPUS POLICY

Policy Title: Grade Forgiveness

Policy Number: XXX-XXX Functional Area: Student Affairs

Effective:

Approved by: Venkat Reddy, Chancellor

Responsible Vice Chancellor: Vice Chancellor for Student Success (VCSS)

Office of Primary Responsibility: Associate Vice Chancellor for Student Success (AVCSS)

 Policy Primary Contact: TBD

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 below-average grades earned in certain courses with a new grade after repeating the same course.

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 G.P.A. and enhance student success through a basic process hereafter referred to as “Grade Forgiveness.”

II. POLICY STATEMENT

- A. This policy applies only to undergraduate, degree-seeking students enrolled at and pursuing their first undergraduate degree at UCCS. Students who have graduated are not eligible for grade replacement courses taken prior to earning their degree.
- B. This policy provides the requirements for how students may replace grades in their transcript G.P.A. calculations for repeated courses.
- C. As a grade replacement policy, it is distinct from—and does not alter—existing campus, college, department or program course repetition policies.
- D. Appendix A, “Considerations” contains several considerations of which students should be aware prior to enacting this policy.

III. REQUIREMENTS

This policy establishes the following requirements:

- 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