

Campus Administrative Policy

Policy Title: Grade Forgiveness

Policy Number: _____ Functional Area: _____

Effective:

Date Last Amended/Reviewed:

Date Scheduled for Review:

Supersedes: New Policy

Approved by:

Prepared by:

Reviewing Office:

Responsible Officer:

Applies to: University of Colorado Colorado Springs

A. INTRODUCTION

The purpose of this policy is to establish the process whereby undergraduate students enrolled at UCCS can request to have a limited number of grades earned not count in GPA computations, by repeating the relevant courses. This basic process is hereafter referred to as “Grade Forgiveness.”

The aims of implementing this policy at UCCS are to enhance student retention and facilitate graduation.

B. POLICY STATEMENT

This policy applies only to undergraduate, degree-seeking students, enrolled at UCCS. Some colleges may have other requirements and policies.

It provides the requirements for how students may request to have certain grades not count on cumulative G.P.A. calculations. All grades will appear on the academic transcript, including grades that do not count toward GPA computation.

REQUIREMENTS:

1. Grade forgiveness is limited to 15 credit hours total
2. If a student has taken a course multiple times, they may request to have only one of the grades not count toward their GPA computation.
3. This policy only applies to courses taken for a grade.
4. Course(s) taken for this policy must be identical as determined by the Registrar.

5. After completing multiple instances of the course, the student must request that the “grade forgiveness” policy be applied, within one academic semester, upon completion of the repeated course.
6. No student will be allowed to apply this policy to a course where the original grade is determined to be the result of academic dishonesty.
7. **Students are still responsible for all normal tuition and fees for both the original course and the repeated course and should check with the Office of Financial Aid and Scholarships for any impact on financial aid or scholarships.**

Note regarding point #2:

If a student has taken a course multiple times, they may request to have only one of the grades not count toward their GPA computation.

The original intent for this line was to prevent students from repeating a course multiple times and using all their allotted 15 credits in one instance; if the student repeats the course 3 times, with an D, F, and C, the policy would count only the C, toward GPA, and forgive the lower of the two grades. I’m not sure if this is clear and if there needs to be language that stipulates that only the most recent iteration of the grade will be the one forgiven, within the parameters of the one academic semester deadline. If a student gets a F in fall 2019, a D in Spring 2020 , and a B in fall 2020, the student cannot request that the F be forgiven, because of the deadline (point 5). If we leave the point as is, then the one academic semester deadline for request, does not apply.

APPENDIX: 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 either through Early Alert or by adding an alert to a student in Navigate. 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. 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 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 Financial Aid and Scholarship office, ensure the stipulations of their scholarship funds will allow them to use their scholarship funds to take repeat courses for grade forgiveness purposes.