

# GRADE FORGIVENESS REQUEST

**STUDENT IS RESPONSIBLE TO NOTIFY REGISTRAR IF GRADE FORGIVENESS WILL AFFECT STUDENT'S ACADEMIC STATUS**

1. Only **currently enrolled, fully-admitted, degree seeking undergraduate students** are eligible for grade forgiveness.
2. Grade forgiveness is limited to a total of two (2) USC courses. Both the **original** course and the course used for the purpose of forgiveness (**second attempt only**) must have been completed at USCB. 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. *This policy does not prevent students from repeating classes multiple times, in accordance with program requirements, but only the **SECOND** attempt in the class may forgive the **ORIGINAL** grade of "D+", "D", "F", "FN" or "WF".*
6. To ensure fairness and academic integrity, exceptions to any of the course grade forgiveness regulations cannot be granted by petition or by special action. Once grade forgiveness is applied to a course, the action will not be revoked.

## Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Student ID \_\_\_\_\_ USCB Email \_\_\_\_\_ Phone # \_\_\_\_\_

Campus: USC Beaufort Major \_\_\_\_\_ Expected Graduation \_\_\_\_\_

## Course to be Forgiven

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

Subject \_\_\_\_\_ Course # \_\_\_\_\_ Suffix \_\_\_\_\_ Section \_\_\_\_\_ Credits \_\_\_\_\_ Grade \_\_\_\_\_

Term Taken \_\_\_\_\_ Year \_\_\_\_\_ Course Title \_\_\_\_\_

## Course Used for Grade Forgiveness

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

Subject \_\_\_\_\_ Course # \_\_\_\_\_ Suffix \_\_\_\_\_ Section \_\_\_\_\_ Credits \_\_\_\_\_ Grade \_\_\_\_\_

Term Taken \_\_\_\_\_ Year \_\_\_\_\_ Course Title \_\_\_\_\_

**NOTE:** The grade in this course must be reported and appear on your Self Service Carolina advising Academic Transcript to process your request.

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

**Written Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### University Registrar's Use Only

USCB Registrar's signature \_\_\_\_\_ **Date** \_\_\_\_\_

Approved  Disapproved **Processed by:** \_\_\_\_\_ **Date** \_\_\_\_\_