Grade Forgiveness offers a student the opportunity to retake a course and earn a second grade that will be substituted for the previous grade. Students must be enrolled in the second attempt prior to applying for Grade Forgiveness and requests must be submitted no later than the *last official day of class*, according to the Academic Calendar, for the term/session in which the course is being repeated. UCF students have two Grade Forgiveness opportunities in their Academic Career.

## Grade Forgiveness Policies

1. Grade Forgiveness is limited to **two** courses;
2. Grade Forgiveness **may not** be used twice for the same course;
3. Grade Forgiveness will only be awarded if the original and repeated courses both are taken at UCF;
4. Grade Forgiveness can only be requested for a course in which the original grade was a "**C-**" or lower. Should a student need to repeat a course due to a degree program requirement that necessitates a grade higher than a "**C**," the student can request a Grade Forgiveness exception from the Registrar's Office. The exception must be approved by the student's academic advisor prior to submission to the Registrar's Office.
5. Please refer to the Registrar's Office Grade Forgiveness Policy.

## Procedure for Online Application

1. Log onto my.UCF.edu
2. Go to Student Self-Service > Student Center > Other Academic > Grade Forgiveness: Request
3. At the next page, type in the code number for the current term (semester). A list of terms can be found by clicking on the magnifying glass icon.
4. At the next page, a list of your currently enrolled classes will appear. Click on the Select box for the course that you are taking for Grade Forgiveness. A note will appear that lists the previously taken course, the term it was previously taken in, and the original grade. If this information is correct, click on the Submit button. You will then get a message back.
5. You can check to see if your submission as completed successfully by going to Student Self-Service > Student Center > Other Academic > Grade Forgiveness: Status (Grade Forgiveness's can take up to 24 hours to appear)