

# Grade Forgiveness Policy

UNIVERSITY OF SOUTH FLORIDA 2015-2016 UNDERGRADUATE CATALOG

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USF's forgiveness policy permits an undergraduate to repeat a course and have the repeated grade computed in his/her GPA in place of the original grade, providing the repeat grade is posted as "D-" or higher (exception - see Honors at Graduation) and is higher than the first grade. Normally, grade forgiveness may only be applied to a specific course that a student chooses to repeat. No course taken on the S/U grade basis may have the grade forgiveness applied. Under unusual circumstances, a different but similar course may be used if the substitute course has been previously approved by the college dean and is on file in the Office of the Registrar.

The grade forgiveness policy cannot apply to any course in which the grade of "FF" has been recorded.

Any undergraduate or non-degree seeking student who wishes to implement grade forgiveness must:

1. Complete a ["Grade Forgiveness Request Form"](#) for each course to be repeated.
2. Adhere to the following conditions:
  - a. A limitation of applying grade forgiveness to three USF courses with no more than one repeat per course.
  - b. Once a student utilizes grade forgiveness, it cannot be rescinded.
  - c. With prior approval of the college dean, a course different from a course on the approved list may be substituted in the following cases:
    - (1) The substitute course is a change in prefix, number, hours, or title, but not a substantive change in content from the original course.
    - (2) The substitute course replaces a course no longer offered by the institution.
  - d. The repeated course must be taken under the standard grading system (A - F) and the latest grade must be posted as "D-" or higher (grades of S/U are not permitted) and be higher than the first grade.
  - e. All grades remain on the transcript. The original course grade will be annotated with "E" to indicate that the course has subsequently been repeated and the original grade is not computed in the GPA.
  - f. Individual colleges may have further restrictions; therefore, the student should consult with his/her college.

This policy is applicable to undergraduate and non-degree-seeking students only, and applies to 1000-to-5000-level courses. Once students have been awarded a bachelor's degree from USF, they may not repeat a course and be forgiven the original grade, taken prior to graduation. The policy applies only to courses taken originally at USF and repeated at USF.