Policy Number: 121
Policy Title: Grade Forgiveness
Policy Council Review Date(s): 12/13/11
PPAB Approval Date: 3/6/12

**POLICY:**

Students who retake a course and earn a higher grade may request the exclusion of the first grade from their institutional grade point average even though it will remain on their official transcript.

**PROCEDURE:**

This policy applies when the course was retaken Fall Semester 2011 or thereafter. Students who have repeated courses prior to Fall 2011 will not be allowed to exclude earlier attempts from their grade point average (GPA).

Students requesting that a grade is excluded from their Georgia Perimeter College GPA must submit the Grade Forgiveness Request form below. Before Enrollment and Registration Services will process the request, it must have the department chair’s signature.

Approval of the request is subject to the following conditions:

- A student must have retaken the same course (or the renumbered substitute for that course) at Georgia Perimeter College and earned a higher grade.
- No more than a total of four course grades from four different courses may be excluded from the student’s GPA.
- Requests must be submitted prior to the first day of the term of graduation.
- Once a request has been approved, the request will not be revoked or reversed.
- A student may only exclude the first grade earned in a course. For example, if a student takes a course three times, the student may use the second or third grade to exclude the first grade. The student may not use the third grade to exclude the second grade.
- Only grades that are included in a student’s GPA calculation may be replaced. For example, grades of “W,” “S,” and “U” cannot be replaced.
- A student cannot apply for Grade Forgiveness for an original grade that was assigned due to violation of Policy 101 Academic Honesty.
Students requesting grade forgiveness must be pursuing a degree at Georgia Perimeter College. This policy does not apply to transient students, special students, or dual enrollment students.

This policy does not impact any financial aid or GPA requirements established by federal or state laws.

Approved by PPAB 2/20/12
Approved by PPAB 3/6/12
GEORGIA PERIMETER COLLEGE’S GRADE FORGIVENESS REQUEST

Student Information

Name ___________________________________________________________

Last   First   Middle

GPC ID  900_____________ Date of Request ________________

Course Information (first attempt, grade to be excluded)

Year _________ Semester _________ Grade Earned _________

CRN _________ Subject _________ Number _________ Section_______

(To find the CRN and other course information, log in to SIS, select the term you took the course, and choose “Detail Schedule.”)

Course Information (repeated course)

Year _________ Semester _________ Grade Earned _________

CRN _________ Subject _________ Number _________ Section_______

I understand that this will only affect my GPA at Georgia Perimeter College. The excluded course will still appear on my transcript. I also understand that this will not improve my GPA for purposes of Satisfactory Academic Progress, Financial Aid, TAG, or any outside institution including transfer schools. I understand that Financial Aid may not pay for retaken courses.

_________________________________________________  _______________________
Student Signature  Date

_________________________________________________  _______________________
Department Chair Signature  Date

Enrollment and Registration Services Use Only

_________________________________________________  _______________________
Processed by Signature  Date

DO NOT PROCESS WITHOUT THE CHAIR’S SIGNATURE.