

# Grade Forgiveness Request Form



Student Success

Office of the Registrar

Submit completed form via USF email to [registrarupdates@usf.edu](mailto:registrarupdates@usf.edu).

Select only if applicable: ☐ Potential Graduate (those who have applied to graduate for the current term only) ☐ Academic Probation/Dismissal

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

USFID Number \_\_\_\_\_ Phone \_\_\_\_\_

**ORIGINAL COURSE** (For Summer term, indicate either Summer A, Summer B, or Summer C)

Term	Year	CRN	Subject	Course Number	Section Number	Course Title	Credit Hours

**REPEAT COURSE** (For Summer term, indicate either Summer A, Summer B, or Summer C)

Term	Year	CRN	Subject	Course Number	Section Number	Course Title	Credit Hours

If any of the above course information varies from that of the original course, you must receive the signature of the College Dean or designee below:

College Dean or Designee Signature \_\_\_\_\_

**Students using VA benefits must contact Veterans Services prior to submitting this form.**

USF's Grade Forgiveness policy permits Undergraduate and Non-Degree students only to repeat a course and have the repeated grade and hours earned computed in his/her GPA in place of the original grade and hours earned, providing the repeat grade is "D-" or higher (exception - see Honors at Graduation). The Office of the Registrar suggests consulting with an Academic Advisor to determine which courses to apply for forgiveness, and when to use the three (3) grade forgivenesses. A Grade Forgiveness is not permissible when repeating a course after receiving an "FF" grade indicating academic dishonesty. If the repeated grade is "F", both grades will be calculated into the cumulative GPA. 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 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 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. Students choosing to apply for grade forgiveness must:

1. Complete a separate "Grade Forgiveness Request Form" after each course repeated.
2. Adhere to the following conditions:
  - a. A limitation of three grade forgivenesses of USF courses with no more than one repeat per course.
    - 1.) With prior approval of the college Dean, a course different from a course on the approved list may be substituted if the course has had a change in prefix, number, hours, or title, but not a substantive change in content.
    - 2.) The substitute course replaces a course no longer offered by the institution.
  - b. The repeated course must be taken on the A+ through F grading system, and the latest grade must be D- or higher.
  - c. 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 neither the original grade nor the original hours earned are computed in the GPA.
  - d. Individual colleges may have further restrictions; therefore, the student should consult with his/her college.
  - e. A Grade Forgiveness will not be processed if the second attempt/grade is lower than the first attempt/grade.

This policy only applies to 1000-5000 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.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICE USE ONLY:

Processed by \_\_\_\_\_ Date \_\_\_\_\_

Office of the Registrar  
Tampa campus  
4202 E. Fowler Ave., SVC 1034  
Tampa, FL 33620

St. Petersburg campus  
140 7th Ave. S., BAY 102  
St. Petersburg, FL 33701

Sarasota-Manatee campus  
6350 N. Tamiami Trail, SMC C107  
Sarasota, FL 34243

Submit to:  
[registrarupdates@usf.edu](mailto:registrarupdates@usf.edu)