**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

**GRADE FORGIVENESS POLICY**

**Number** 02.01.56

**Division** Academic Affairs

**Date** February 9, 2016

**Purpose** Establish a consistent policy and procedure for grade forgiveness

**Policy** All active undergraduate students may forgive a maximum of six (6) course grades associated with their undergraduate coursework from the computation of their term and cumulative grade point averages.

Grades and credit considered as transfer credit, courses earned in a previously awarded baccalaureate degree, grades for courses taken as a part of JUMP, or grades that have been assigned as a result of an academic honesty decision are excluded from this policy. This policy does not offer exemption from academic requirements for UAH degrees; forgiveness only applies to grades in individual courses. All course requirements must be met for graduation. Where a specific course is required for the degree, that course must be repeated to replace the forgiven grade. All courses for which a grade is awarded at UAH will remain on the transcript. Only grades of C+, C, C-, D+, D, D-, and F may be forgiven.

All active graduate students may forgive a maximum of two (2) course grades associated with their graduate coursework from the computation of their term and cumulative grade point averages.

Once a grade is forgiven, the action is final and the grade and credit cannot be restored. When a grade is forgiven, the grade and the course are not eligible to be used at UAH in the calculation of earned or GPA hours, quality points, or to reach honors for graduation.

This policy does not affect the number of times a single course may be repeated for credit.

**Definitions** Active Status: The requirement for active versus inactive student status is defined in the UAH catalog under Academic Policies.

Grade Forgiveness: Grade forgiveness excludes the grade of a course from the calculation of the term and cumulative grade point averages. Excluded grades will remain listed on the official transcript.

**Procedures** Active students may submit a Grade Forgiveness Request form at any time prior to graduation. Grade Forgiveness Request forms received by 5pm on the last day of the full semester final exam period will be processed and applied as a part of the normal end of term processing by the Registrar’s Office and will be reflected on the official transcript at the end of that semester. If the form is received after the last day of the exam period, the grade forgiveness action will not appear on the transcript until the end of the next semester.

 The Grade Forgiveness Request form requires approval from an academic advisor for undergraduate students or a faculty advisor for graduate students.

**Review** Academic Affairs will review this policy every five years or sooner as needed.