

## USC - UPSTATE UNDERGRADUATE APPLICATION FOR GRADE FORGIVENESS

Student Name

USC ID Number

### Course Grade Forgiveness Policy Effective 2007-2008 Academic Year

It is the policy of the University of South Carolina that every currently enrolled fully-admitted, degree-seeking undergraduate earning a “D+”, “D”, “F” or “WF” in a USC course may take up to two (2) undergraduate courses for a second time for the purpose of grade forgiveness. Both the first and second grades shall appear on the USC permanent record, but only the second grade will be used in computing the University of South Carolina cumulative grade point average. An explanatory notice will appear on the record. Once grade forgiveness is applied to a repeated course, the action may not be revoked.

Eligible students wishing to apply the course grade forgiveness policy to a course enrollment may do so at any time during his/her undergraduate enrollment, but no applications will be honored after the degree is awarded. Grade forgiveness can only be applied once per course for a maximum of two courses (not to exceed 8 credits) on a student’s undergraduate academic record, without regard to the number of degrees sought. Under the grade forgiveness policy, the forgiven and repeated class must both be taken at the same USC campus. Courses transferred from other institutions are excluded from this policy.

This policy does not preclude students from repeating classes multiple times, in accordance with program requirements, but only the second attempt at the class may forgive the original grade of D+, D, F, or WF. Only a regular letter grade can replace a forgiven grade. Grades of “W”, “I”, “S”, “U”, or “AUDIT” may not replace previous grades. Grades carrying an honor code violation sanction of “X” are not eligible for grade forgiveness.

Established requirements for repeating classes, admission to, or progression in, specific academic programs of the University take precedence over the grade forgiveness policy. Program or progression grade point averages are not affected by this policy. Refer to the guidelines for each program for specific requirements. Courses intended to be repeated for additional credit, such as research or applied music, are not eligible for grade forgiveness. Semester honors (dean’s or president’s honor list), academic standing (scholastic deficiency, probation, suspension), or previous grade point totals will not change retroactively as a result of applying this policy. Students who have been granted Academic Forgiveness to reset the grade point average after readmission are not eligible for course grade forgiveness. Please refer the bulletin entry for Academic Forgiveness for Former USC Students with Less Than a 2.00 Cumulative GPA.

**PLEASE TAKE THIS POLICY QUESTIONNAIRE PRIOR TO SUBMITTING YOUR REQUEST. STUDENTS WHO ANSWER YES TO ALL QUESTIONS ARE ELIGIBLE FOR GRADE FORGIVENESS.**

	Yes	or		No
Are you enrolled as a USC Upstate student for or after the Fall 2007 term?	<input type="checkbox"/>			<input type="checkbox"/>
Are you fully-admitted and degree-seeking at USC Upstate?	<input type="checkbox"/>			<input type="checkbox"/>
Was the grade to be forgiven earned the <b>first</b> time you attempted the course?	<input type="checkbox"/>			<input type="checkbox"/>
Was the grade to be forgiven taken in the Fall 2007 or later?	<input type="checkbox"/>			<input type="checkbox"/>
Was the grade to be forgiven a “D+”, “D”, “F”, or “WF”?	<input type="checkbox"/>			<input type="checkbox"/>
Was the grade to be forgiven for a course taken at USC Upstate?	<input type="checkbox"/>			<input type="checkbox"/>

Student Name

USC ID Number

	Yes	or	No
Do you understand that you are <b>not</b> eligible for grade forgiveness if you are pursuing a second degree at USC and the grade to be forgiven was earned after you earned your first degree?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that you are <b>not</b> eligible for grade forgiveness if the grade for this course carries an honor code violation sanction (“X”)?	<input type="checkbox"/>		<input type="checkbox"/>
Was the replacement grade earned on your second attempt?	<input type="checkbox"/>		<input type="checkbox"/>
Was the replacement grade earned at USC Upstate?	<input type="checkbox"/>		<input type="checkbox"/>
Was the second grade a regular grade (rather than an “I”, “S”, “U”, “W”, “Aud”)?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that both the original course grade and the course used for grade forgiveness will remain on your USC record?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that grade hours attempted in the original course will remain in the collegiate grade hours which may affect the calculation for graduation honors?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that grade forgiveness can only be used <u>one time</u> per course for a maximum of two (2) USC undergraduate courses (not to exceed 8 credit hours) regardless of the number of degrees sought or the number of campuses attended?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that once grade forgiveness is applied to a course, the action will not be revoked, nor can courses used for forgiveness be exchanged for other courses?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that you may consult your academic college advisor for how best to apply the grade forgiveness policy, but that the decision you make is yours?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that you may request grade forgiveness at any time during your undergraduate enrollment but no later than the date of your commencement (graduation)?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that college or major program eligibility requirements, course repeat restrictions, and progression grade point averages are not affected by this grade forgiveness policy?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that semester honors (dean’s or president’s list), academic standing (scholastic deficiency, probation, suspension), or previous grade totals will not change retroactively as a result of applying grade forgiveness to a course?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that you are <b>not</b> eligible for grade forgiveness if your academic record and GPA was recalculated as a result of the USC’s Academic Forgiveness (Renewal) Policy for Former Students ?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that in the future if you apply for admission to other colleges, universities, graduate and professional schools, or if your record is evaluated by a national testing agency such as AMCAS or LSDAS, both USC grades will likely be included in the calculation of your GPA?	<input type="checkbox"/>		<input type="checkbox"/>
Do you understand that financial aid and or scholarship eligibility may be affected by grade forgiveness and you should consult a financial aid counselor prior to requesting grade forgiveness?	<input type="checkbox"/>		<input type="checkbox"/>

**If you answered No to any of the questions above, you may not apply the course grade forgiveness policy. If you answered Yes to all the questions, you may proceed with completing this form.**

**RETURN ALL THREE  
PAGES OF THIS FORM TO:**  
USC Upstate  
Health Education Complex  
Suite 2081  
Spartanburg, SC 29303  
Fax: 864-503-5074

## UNDERGRADUATE REQUEST FOR GRADE FORGIVENESS

All three pages of this form must be completed and returned to the Office of the Registrar **no later than the date of your commencement (graduation) ceremony**. Students will be contacted only if this request for grade forgiveness has been disapproved.

1. Only **currently enrolled, fully-admitted, degree seeking undergraduate students** are eligible for grade forgiveness.
2. Grade forgiveness is limited to two (2) USC courses. Both the original course and the course used for the purpose of forgiveness must have been completed at the same USC campus. Grade forgiveness can only be used one time per course.
3. Only grades of "D+", "D", "F", or "WF" earned on the first attempt in a course are eligible for grade forgiveness.
4. Grade forgiveness will only be approved for courses taken beginning with the Fall 2007 term.

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_

USC ID NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

CAMPUS  MAJOR \_\_\_\_\_ EXPECTED GRADUATION

### ORIGINAL COURSE

DEPT \_\_\_\_\_ PREFIX \_\_\_\_\_ NUMBER \_\_\_\_\_ SUFFIX \_\_\_\_\_ SECTION \_\_\_\_\_ CREDITS \_\_\_\_\_ GRADE

TERM TAKEN  COURSE TITLE \_\_\_\_\_

### COURSE TO BE APPLIED FOR GRADE FORGIVENESS

DEPT \_\_\_\_\_ PREFIX \_\_\_\_\_ NUMBER \_\_\_\_\_ SUFFIX \_\_\_\_\_ SECTION \_\_\_\_\_ CREDITS \_\_\_\_\_ GRADE

TERM TAKEN  COURSE TITLE \_\_\_\_\_

**NOTE:** The grade in this course must be reported and appear on your **VIP** final grade report to process your request.

**I have read, understand, and agree to all terms and conditions of the Undergraduate Grade Forgiveness Policy.**

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Approved**

**Disapproved**

*Campus Registrar's Use Only*

Processed By: \_\_\_\_\_ DATE \_\_\_\_\_