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| Credit Elimination and Grade Forgiveness for Graduation GPA Policy : Undergraduate |
| Responsible Official: Provost | Responsible Office: Registrar |

Policy Purpose

The purpose of this policy is to provide undergraduate students with the opportunity to eliminate credit and remove grades from the institutional and overall grade point average calculation.

Policy Statement

1. Undergraduate students at East Tennessee State University (ETSU) may use grade forgiveness for up to 10 credit hours. When a student is granted grade forgiveness for a course, the grade and any credit earned in that course will be excluded from the student’s institutional and overall grade point average (GPA) calculations.
2. Grade forgiveness will only be applied when the following criteria are met:
* The student must have earned a D+, D, or an F grade in the course.
* Only courses taken at ETSU are eligible for grade forgiveness.
* Grade forgiveness may not be applied to high school dual enrollment courses.
* Grade forgiveness may not be applied to courses taken on a Pass-No Pass basis or to any course in which the student was found in violation of the academic integrity policy.
* Grade forgiveness will not be granted for courses used to earn a prior degree.
1. Students receiving grade forgiveness must still meet all graduation requirements including the minimum 120 credit hour requirement.
2. Students must request approval from the dean or designee of the college for their major to apply grade forgiveness to a course, with final approval coming from the Office of the Registrar.
3. Once grade forgiveness has been granted for a course, the student may elect to take the course again, but that course will not be eligible for additional grade forgiveness.
4. Course substitutions are not permitted for courses for which grade forgiveness was previously applied.
5. All courses for which a grade is awarded at ETSU will remain on the transcript. Courses for which grade forgiveness is applied will remain on the transcript with a notation that the credit and grade are excluded from the earned credits and the institutional and overall GPAs.
6. The appropriate grade(s) earned prior to the application of grade forgiveness will be used to determine eligibility for state and federal financial aid. Graduate schools, professional programs, athletic programs, veterans programs, and others may also choose to re-compute the GPA to reflect the grades recorded prior to grade forgiveness based on their policies.
7. A course grade and credit once forgiven cannot later be restored.
8. Students must apply for grade forgiveness prior to their last semester of enrollment at ETSU.

Authority: N/A

Definitions

N/A

Policy History

Effective Date:

Procedure (s)

1. Student completes the grade forgiveness request form.
2. Student submits the grade forgiveness request form to the dean or designee of the college for the student’s major.
3. If grade forgiveness is approved by the dean or designee, the grade forgiveness request form is presented to the Office of the Registrar for final approval and processing.
4. The forgiven grades are replaced with the appropriate grade forgiveness “grade”, which will not be calculated as part of the student’s institutional or overall GPA.
5. A comment is placed on the transcript to identify the course as participating in the grade forgiveness policy.

Procedure History

Effective Date:

Related Form(s)

N/A

Scope and Applicability

Primary: Students

Secondary: Academics