Campus Administrative Policy

Policy Title: Grade Forgiveness

Policy Number: 7037  Functional Area: Student Affairs

Effective: July 1, 2019
Date Last Amended/Reviewed: July 1, 2019
Date Scheduled for Review: July 1, 2024
Supersedes: New Policy
Approved by: Chancellor Dorothy A. Horrell, CU Denver
Prepared by: Faculty Assembly and Associate Vice Chancellor for Academic Operations
Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs
Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs
Applies to: University of Colorado Denver

A. INTRODUCTION

The purpose of this policy is to establish the process whereby undergraduate students enrolled at CU Denver can replace a limited number of below-average grades earned in certain courses with a new grade after repeating the same course.

This policy is the result of a collaborative effort between CU Denver’s Student Government and CU Denver’s Faculty Assembly backed by thorough research of various other college and university policies of similar nature. Both bodies agree that having a grade forgiveness policy at CU Denver would enhance retention, improve student’s transcript G.P.A. and thus enhance student success.

B. POLICY STATEMENT

This policy provides the guidelines for how students may replace grades in their transcript G.P.A. calculations for repeated courses and applies only to undergraduate students enrolled at CU Denver.
C. CONSIDERATIONS

The following factors are important for students to be aware of before they decide to pursue employing the provisions of this grade forgiveness policy.

1. Course Credits. Repeating a course does not allow a student to count both attempts towards graduation credit. The Registrar’s degree audit procedure ensures a specific course’s credit can only be counted once towards graduation.

2. Early intervention. This policy is meant to be used sparingly and not as a tool for students to easily “manage” their overall G.P.A. or better position themselves for graduation. Students are encouraged to inform their instructors, advisors and mentors of any extenuating circumstances that may potentially contribute to a poor grade in a course they are taking as soon as possible. Additionally, faculty and staff should strive to identify students in difficult circumstances that could lead to a poor or failing grade either through Early Alert or by adding an alert to a student in Navigate. By identifying the student early and employing helpful intervention techniques, the student may be able to raise their grade to an acceptable level and not have to exercise this policy, after the fact.

3. Financial Aid & Scholarship Implications. There are several aspects of this policy that relate to financial aid and possibly any scholarship funds that a student may have. For more detail, students are encouraged to seek advice from the Department of Financial Aid before employing this grade forgiveness policy. In addition, the following should be noted:

   - Federal regulation allows students to receive Title IV financial aid to retake a passed course one time only.
   - If a student does retake a passed course, both grades will be included in the cumulative G.P.A. used for financial aid eligibility purposes. Students must know that there will be at least two separate G.P.A.s that concern them—one for financial aid, and one for their transcript. In all cases, the transcript G.P.A. will be higher than the financial aid G.P.A. If the financial aid G.P.A. dips below 2.0, the student will be in jeopardy of no longer qualifying for financial aid. This could happen even if the transcript G.P.A. is above 2.0.
   - Undergraduates must complete their program within 150% of the published length of their degree program as measured in credit hours. For financial aid purposes, repeated credits are included in this maximum timeframe calculation. Consequently, students employing this grade forgiveness policy will be accelerating their advancement
towards this maximum timeframe and thus, should exercise this policy judiciously.

- Students with scholarships should, in conjunction with help from the Financial Aid office, ensure the stipulations of their scholarship funds will allow them to use their scholarship funds to take repeat courses for grade forgiveness purposes.

D. GUIDELINES. This policy establishes the following guidelines:

- Only applies to repeat courses at the undergraduate level and only for courses below the 3000 level
- Only applicable to grades below C-
- Students wishing to retake a course will only have one opportunity to retake that course for grade forgiveness purposes. Thus, only the first recorded grade in a course can be changed for grade forgiveness purposes once a student has repeated the course.
- Course retaken must be the same identical course recognizable per the Registrar’s stipulations
  - Independent Learning courses may not be used to repeat a course for grade forgiveness
- Grade forgiveness opportunities will be limited to eighteen credit hours total in a student’s academic career
- Both grades will appear on the transcript but only the higher grade will apply towards the transcript G.P.A.
- Once a request to repeat a course has been approved, the request cannot be revoked or reversed
- Student must declare their intent to retake a class for grade forgiveness prior to re-taking the class
- Grade forgiveness must be exercised before the student graduates
- Only applies to degree-seeking students enrolled at and pursuing their first undergraduate degree at CU Denver
- Only applies to courses taken at CU Denver
- No student will be allowed to retake a course where the original grade is the result of academic dishonesty

E. POLICY DEVELOPMENT

After five years CU Denver will review the data available from this policy to see if it needs revisions to improve its function. The following data, at a minimum should be collected during the five years.
1. Monitor any decrease in student’s eligibility for financial aid as a result of failing to maintain satisfactory academic progress due to repeating a course for grade forgiveness. (Financial Aid)

2. Number of students exercising this policy and how often each student uses it (Registrar)

3. Final transcript G.P.A.’s of students exercising this policy (Registrar)

4. Track the Major’s represented by student’s using grade forgiveness (Registrar)

Notes

1. Dates of official enactment and amendments: Pending

2. History: New Policy—result of student government initiative and working collaboratively with Faculty Assembly.

3. Initial Policy Effective Date: TBD

4. Cross References/Appendix:

   - FSA Handbook, Volume 1, Chapter 1, May 2018
   - Satisfactory Academic Progress (SAP) for Financial Aid Recipients, CU Denver Financial Aid Policy, Financial Aid & Scholarships Office, March 27, 2018
   - APS 1025, Uniform Grading Policy