



Campus Administrative Policy

Policy Title: Grade Forgiveness

Policy Number: 7037 Functional Area: Student Affairs

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Supersedes: Grade Forgiveness (July 1, 2019)

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Reviewing Office: Provost and Executive Vice Chancellor for Academic
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Responsible Officer: Provost and Executive Vice Chancellor for Academic
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Applies to: CU 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 basic process is hereafter referred to as “Grade Forgiveness.”

This policy is the result of a collaborative effort between CU Denver’s Student Government Association and CU Denver’s Faculty Assembly backed by thorough research of various other college and university policies of similar nature. The aims of implementing this policy at CU Denver are to enhance student retention, improve students’ transcript G.P.A. and enhance student success.

B. POLICY STATEMENT

This policy applies only to undergraduate, degree-seeking students enrolled at and pursuing their first undergraduate degree at CU Denver. Students who have graduated are

not eligible for grade replacement for courses taken prior to earning their degree.

This policy provides the requirements for how students may replace grades in their transcript G.P.A. calculations for repeated courses. As a grade replacement policy, it is distinct from—and does not alter—existing course repetition policies.

Appendix A, “Considerations” contains several considerations that students should be aware of prior to petitioning for grade forgiveness under this policy.

C. REQUIREMENTS. This policy establishes the following requirements:

1. Only applies to courses taken at CU Denver.
2. Only applies to repeat courses at the undergraduate level and only for courses below the 3000 level.
3. Only applies to grades below C-.
4. 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 replaced for grade forgiveness purposes once a student has repeated the course.
5. Both grades will appear on the transcript but only the higher grade will apply towards the transcript G.P.A.
6. Original course and courses repeated for grade replacement must be taken for a letter grade (not audit, pass/fail, no credit).
7. The course retaken must be the same identical course as determined by the Registrar.
 - Independent learning/studies and field experience courses may not be used to repeat a course for grade forgiveness.
 - Classes ineligible for grade replacement are special topics courses and those courses that are designated in the catalog as repeatable for credit (i.e., independent studies, field experience, thesis hours, etc.).
8. Grade forgiveness opportunities will be limited to eighteen credit hours total in a student’s academic career.
9. A student must request to repeat a course for grade forgiveness prior to re-taking the class by filing a petition. Petitions (see below) for grade forgiveness must be completed and received no later than **5:00 PM of the Census Date** of the semester in which the course is to be repeated.
10. Once a request to repeat a course has been approved and the student has completed the course, the request cannot be revoked or reversed.
11. If a student repeats a course under this policy but drops or withdraws from the course before the end of the term and in accordance with existing university policy, the original grade from the prior completed course stands. In this case, the repeated course does not count against the number of credits a student may repeat.
12. No retroactive adjustments or transactions for prior terms will be performed as a result of repeating a course, including changes to academic standing or eligibility for honors, financial aid, etc.
13. No student will be allowed to retake a course under this grade forgiveness policy where the original grade is determined to be the result of academic dishonesty. If academic

dishonesty was determined after the repeated course was started, then this academic forgiveness policy will not be applied to the repeated course. Students in this case can petition to drop the course for a full refund using the previously established process and timelines for dropping courses.

14. Students are still responsible for all normal tuition and fees for both the original course and the repeated course.

D. PETITION PROCESS

The Office of the Registrar will provide a petition form for students to exercise this policy until an automated process is developed. The Petition must be completed by the student and received by the Registrar no later than **5:00 PM of the Census Date** of the semester in which the course is to be repeated. The petition will be approved for eligible students as long as the exact same course is selected as determined by the Registrar.

Students who exercise this policy and whose petition is accepted and repeat a course pursuant to this policy will have an indicator associated with their student records so that units can pull a report that allows them to identify those students each term and reach out to them.

E. APPEALS

Students can appeal a grade forgiveness petition that has been denied. Valid reasons for appeal include, but are not limited to:

1. Student was misadvised by a CU Denver employee on the proper procedures for petitioning for grade forgiveness.
2. Student has a documented reason for missing the deadline to petition for grade forgiveness.
3. Student was not aware of the grade forgiveness policy when registering for a repeat course

Invalid reasons for appeal include, but are not limited to:

1. Retroactive withdrawals
2. Student petitions to revoke a repeated course that was completed under grade forgiveness (see section C.10 above)

Students can appeal grade forgiveness denials by submitting an on-line appeals form found on the [CU Denver Registrar's Website](#). All appeals are reviewed by the Grade Forgiveness Appeal Committee (GFAC). If needed, the GFAC can consult the Associate Vice Chancellor for Student Achievement before arriving at a decision. The GFAC will arrive at a decision within one calendar week (7 days), excluding any days that are an established school break or holiday. The GFAC consists of the Executive Director of Academic Advising, the Registrar or designated representative and a representative from

the Provost's Office. Membership could change if needed and approved by the provost or designee. Decisions of the GFAC are final. Decisions will be emailed to the student and their advisor and a note will be inserted in the student record.

F. POLICY DEVELOPMENT

After five years, CU Denver will review the data available from the implementation of this policy to see if it needs revisions to improve its function. The following data, at a minimum, should be collected during these five years:

1. Monitor any decrease in student's eligibility for financial aid as a result of failing to maintain satisfactory academic progress (SAP) due to repeating a course for grade forgiveness using this policy. (Financial Aid)
2. Track the number of students exercising this policy, and how often each student exercises it. (Registrar)
3. Track the Majors represented by students exercising this grade forgiveness policy. (Registrar)

Notes

1. Dates of official enactment and amendments:
January 1, 2019: Adopted by the Chancellor with an effective date of July 1, 2019
February 28, 2020: Corrected
June 8, 2020: Amended
2. History:
January 1, 2019: New Policy—result of Student Government Association initiative and working collaboratively with Faculty Assembly.
February 28, 2020: Application date moved to Census and reference to variable lengths courses removed until UIS is updated to accommodate these types of courses.
June 8, 2020: Student appeals process added
3. Initial Policy Effective Date: July 1, 2019
4. Cross References/Appendix:
 - [Appendix A: Considerations](#)
 - [FSA Handbook, Volume 1, Chapter 1, August 5, 2019](#)
 - [Satisfactory Academic Progress \(SAP\) for Financial Aid Recipients, CU Denver Financial Aid Policy, Financial Aid & Scholarships Office](#)
 - [APS 1025, Uniform Grading Policy](#)

APPENDIX A: CONSIDERATIONS

The following factors are important for students to consider before they decide to pursue repeating a course pursuant to 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 improve their position for graduation. Students are encouraged to inform their instructors, advisors, and mentors as soon as possible of any extenuating circumstances that may potentially contribute to a poor grade in a course they are taking. Additionally, instructors, advisors, mentors, 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 or be encouraged to withdraw from the course and not need to exercise this policy after the fact.
3. **Graduate or Professional School Applications.** Students who plan to apply to graduate or professional school should be aware that some graduate/professional programs will recalculate a G.P.A. to include all grades from a transcript when considering graduate/professional school applications. In this case, courses retaken under this grade forgiveness policy may not actually help their G.P.A. for their application to graduate/professional school.
4. **Financial Aid and Scholarship Implications.** There are several aspects of this policy that relate to financial aid and scholarship funds that a student may receive. For more detail, students are encouraged to seek advice from the Office of [Financial Aid and Scholarships](#) before using 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. is less than 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 greater than 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 exercising this grade forgiveness policy will be increasing the likelihood that they exceed this maximum timeframe and thus should exercise this policy judiciously.

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