

**SACRED HEART UNIVERSITY
REPEATED COURSE REQUEST FORM
"F" GRADE FORGIVENESS - GRADUATE**

PLEASE REVIEW THE COMPLETE POLICY AND PROCEDURE INFORMATION ON THE REVERSE SIDE OF THIS FORM.

COMPLETE THE TOP PORTION OF THE FORM AND SUBMIT IT TO THE LUXEMBOURG OFFICE MANAGER(S).

THE "F" GRADE FORGIVENESS POLICY IS LIMITED TO THE FIRST "F" SUCCESSFULLY REPEATED DURING GRADUATE STUDY.

Name: _____ ID#: _____

FAILED COURSE NUMBER	SECTION	CREDITS	TERM	YEAR
_____	_____	_____	_____	_____

REPEATED COURSE NUMBER	SECTION	CREDITS	TERM	YEAR
_____	_____	_____	_____	_____

Student Signature: _____ Date: _____

Office Use Only:

APPROVED: _____ **DECLINED:** _____

DATE: _____ **REASON (IF DECLINED):** _____

POLICY FOR “F” GRADE FORGIVENESS FOR GRADUATE STUDENTS:

A student who has successfully repeated a failed course and wants to make an adjustment to his/her transcript must submit the appropriate repeated course form to the Luxembourg Office Manager(s).

If an F course grade was the result of a violation of the University’s policy on academic integrity, the grade is not subject to forgiveness. That is, the grade will remain in the computation of the GPA. If the Repeated Course Request is approved, only the more recent of the two grades will be counted in the computation of the grade point average (GPA). The original grade, however, will be kept on the transcript. This policy is limited to the first F successfully repeated during graduate study. Criteria for the successful repetition of a failed course will be established and promulgated by the respective program faculty. The limitation to forgiveness of a single F grade may be waived by student petition to the program or department director, with final approval of the petition being made by the college dean.

(This policy is found in the Academic Standards, Policies and Procedures section of the Graduate catalog.)

PROCEDURE:

1. Upon the successful completion of the repeated course, complete the top section of the form.
A Grade Forgiveness Request cannot be processed until there is a grade that can be substituted for the failed course.
2. Submit the form to the Luxembourg Office Manager(s).
3. SHU Luxembourg office submits Repeated Course Request form to the Dean’s Office.
4. The Dean must now sign/approve the Repeated Course Request form, after which, the form will be submitted to the Registrar’s Office to complete the processing of the Grade Forgiveness Request.
5. If approved and subsequently processed by the Registrar's Office, the Grade Forgiveness Request will be posted to the student's transcript (*Web Advisor*).
*The student should check **Web Advisor** to see if the Grade Forgiveness Request has been processed **BEFORE** contacting the Luxembourg Office Manager(s) and/or the Registrar's Office.*