Grade Forgiveness

Staff FAQs

1. What are students told about Grade Forgiveness?
   a. See the Grade Forgiveness policy in the Undergraduate Catalog: [https://catalog.udel.edu/content.php?catoid=29&navoid=3906](https://catalog.udel.edu/content.php?catoid=29&navoid=3906)
   b. There are also Student Grade Forgiveness FAQs on the Registrar’s Webpage: [http://www1.udel.edu/registrar/policies-procedures/gradeforgiveness.html](http://www1.udel.edu/registrar/policies-procedures/gradeforgiveness.html)

2. How will a student request Grade Forgiveness?
   a. Overview:
      i. The request will be made via a Grade Forgiveness Web form.
      ii. The form will be available to students on the last day of classes for Fall 19 (December 5th).
      iii. Once a student has completed the repeated attempt of the course, and their grade is recorded, they can fill out the Grade Forgiveness Web form.
      iv. At this time the Web forms will be processed by a Registrar staff member (It is not automated). Registrar staff will process the necessary changes to the academic record to remove the original attempt from GPA calculation.
      v. The Assistant Dean’s Office will be copied on the Web form.
   b. How students will access the form:
      i. Via UDSIS: The form will be located in a few different places, including:
         1. From the UD Student Homepage> select “Forms” tile> Undergraduate Forms > Grade Forgiveness
         2. From the UD Student Homepage> Grades & Transcripts> then Grade Forgiveness
      ii. Via Web forms: Go to the “Blanks” tab> then select “Grade Forgiveness”
      iii. Via this link: [www.udel.edu/gradeforgiveness](http://www.udel.edu/gradeforgiveness)
   c. What the Web form will look like:

![Grade Forgiveness Web form](image-url)

Symbol key: • Required information. ▲ Error

Student information

Student: Student Name
       student@udel.edu
Classification: Sophomore
Current program: HLH BS; PSY-MIN

Repeated course

Select an eligible course: ▼ Choose one

Exit without saving ▼ Save & exit (not submitted) ▼ Next step ▼

Foster 11-13-19
Use dropdown to select course:

Student will see the Course Information, including the term in which it was taken and the grade:

When they click “Next Step” they will be shown the two courses side-by-side:

And they will then be asked to read the acknowledgement and type in their e-signature:

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d. **How the form works:**

i. The form is only open for undergraduate students. This includes Continuing Education (CE) students.

   1. Graduate students attempting to access the form will see:

   ⚠️ You must be an undergraduate to use this form.

ii. The Web form will present the student with courses that meet the eligibility criteria of the policy.

   1. For example, it looks at when the course was taken, the grade, grading basis, etc to determine if the course is eligible for grade forgiveness.
   2. If there are multiple eligible initial attempts that would qualify, the form will select the lowest graded attempt for forgiveness. If all the attempts have the same grade, it will select the earliest.
   3. If they don’t have any courses that would be eligible, the form will notify them:

   ⚠️ You have not taken any courses which qualify for this policy. For questions about grade forgiveness eligibility, email grading-registration@udele.edu.

iii. Once the student has maxed out their allotment (i.e. have applied grade forgiveness for two courses or 8 credits), they will not be able to submit additional forms.

   1. The following message will generate:

   ⚠️ You have already applied this policy to the maximum of 2 courses or 8 credits.

iv. Once the form is submitted, it will go to the Registrar’s Office for processing.

   1. Note: if the student had an academic dishonesty case that did not result in an “X” grade, their form will route to Student Conduct for approval prior to going to the Registrar’s Office. X and other grades
assigned due to academic dishonesty are not eligible for grade forgiveness. The form will automatically not consider X grades, but those with normal letter grades will be routed to Student Conduct to confirm the grade the student is requesting to replace was not assigned due to a Conduct violation.

3. **Can a student retake a course a third time to request grade forgiveness?**
   a. Per the policy, “if a student receives a C- or lower on a UD course, then that course may be retaken later with only the higher grade included in the calculation of GPA and in the calculation of quality point deficit."
   b. Students may retake a course more than once in order to receive a C or better
   c. However, they may not request grade forgiveness for another attempt of a course to which they have already applied grade forgiveness.
   d. Please note that once the student has obtained the minimum grade required to meet degree requirements they should not retake the course to remove a previous grade from calculating in the GPA.
      i. For example, Paul McCartney must earn a C in CGSC 375 for his major. He took the course in Spring 2019 and received an F. Paul retook the course in Summer 2019 and received a C. Paul should not retake the course for a third time in Fall 2019 with the hope of requesting grade forgiveness since he has already met the minimum grade required for his degree requirements.
      ii. NOTE: nothing will prevent them from doing this in the system, however, students should be advised to make better use of their time and money than to repeat classes they have already met the requirements for.

4. **How do I tell if a course is part of a former ELI student’s ELI program or their UD Program?**
   a. The easiest way will probably be to look at the unofficial transcript. In the below screen shot, you see the Institution Info: University of Delaware, and then “Beginning of Undergraduate Record,” coursework following that is considered UD coursework:

   ![Transcript Screenshot](image)

   b. If you are in the Student Services Center, on the Academics tab, the terms will be organized by the institution. If a term falls under UOD01-University of Delaware, it is potentially eligible. In the screen shot below, the terms in the red box are under UOD01 and are potentially eligible. The next step would be to verify the term is eligible based on attempted credit hours.
5. How do I tell which terms are acceptable?
   a. The easiest way is to look at the unofficial transcript, at the cumulative attempted credit hours.
   b. You are looking for the term in which the student attains 28 attempted credit hours at UD. That will be the “cut off” term, meaning that term, and previous terms will be eligible.
   c. In the example below, the student had 26 attempted credit hours in Spring 2017, and 29 attempted credit hours in Summer 2017. Therefore, the last eligible term is Summer 2017. The student, who started in Fall 2016, can potentially request grade forgiveness for classes in which they earned a C- or lower from Fall 2016 through Summer 2017.
d. Looking at the two terms pictured here, the student wouldn’t have any coursework eligible for grade forgiveness.

e. However, in the screen shot below, we see they earned an F in HIST 104 and a Z in ANTH 101, which are potentially eligible:

![Course List](image)

6. The student took X course and it is no longer offered, or is no longer a part of their degree requirements, Y course is being offered instead/to fulfill the degree requirement, can they take Y course and request grade forgiveness?
   a. No, the two are separate courses and would not be eligible for grade forgiveness.
   b. For example a student took MATH 201 and received a D-, the department now has students take STAT 200. The student cannot take STAT 200 and request grade forgiveness. MATH 201 was not changed into STAT 200, they are different courses and would not be eligible under this policy.

7. The student took Integrated BISC 207 and CHEM 107. Their Biology grade was a B, however, they received a D in CHEM 107. Can they retake only CHEM 107 or take CHEM 103 instead?
   a. Integrated BISC and CHEM (both BISC 207/CHEM 107 and BISC 208/CHEM 108) must be taken together. It would not be possible for a student to retake CHEM 107/108 only for the purposes of hopefully getting a better grade and requesting grade forgiveness.
   b. There are no substitutions, the student must retake the same course in order to qualify under the policy, so a student cannot take another Chemistry course (i.e. CHEM 103 or 104) and request forgiveness.
   c. Since BISC 207 has the same course ID for integrated and non-integrated, technically a student that wants to repeat BISC 207 only could do so.

8. The student earned Fs while in the Delaware in DC program. Can they request grade forgiveness?
   a. If the courses were UD courses, then the courses may potentially be repeated for the purposes of requesting grade forgiveness. If the courses were transferred from American University, then no, only UD courses are eligible under the policy.
   b. In the below screen shots, we see that the Fs were received in American University courses, we know this because the courses appear as “Transfer Credit from American University.” The UD courses appear under “Beginning Undergraduate Record.”
9. The student took the course when it was offered as experimental, can they now repeat it as the permanent course and request grade forgiveness?
   a. The general policy is that these courses are separate, so they are not eligible for grade forgiveness.
   b. We have granted two exceptions to this policy, for MATH 267 topics 8 and 9. Students that received a C- or lower in MATH 267 topic 8 or 9 and take the corresponding new permanent course may request grade forgiveness:
      i. MATH 267 topic 8 Integrated Calculus 1A is now MATH 231.
      ii. MATH 267 topic 9 Integrated Calculus 1B is now MATH 232
   c. Technically the experimental course is a different course than the permanent course, so students that took the experimental course and then the permanent course will not see the option to request grade forgiveness via the Web form. The Web form will directing students to contact the Registrar’s Office at grading-registration@udel.edu if they have questions about grade forgiveness eligibility.

10. The student took the course as Honors and would like to retake as non-Honors, is that acceptable?
   a. Yes, the student can repeat a course as non-Honors even if the original attempt was Honors.

11. When the student took X course it was offered as 3 credits, however, it has been changed and is now offered as 4 credits; can they retake the course and request grade forgiveness?
   a. The course must be repeated for the same number of credits. If the course is now offered for a different number of credits, it is not eligible for grade forgiveness.

12. I have a student that already graduated and heard about grade forgiveness, can they retake the course as a Continuing Education student in order to remove the original attempt from GPA/improve their GPA?
a. The academic record is considered final once a student’s degree is conferred. See Academic Requirements for Graduation for more information about this policy.

b. Therefore, graduated students cannot retake a course as Continuing Education in order to request grade forgiveness.

c. This holds for AA students as well, once they earn their AA, they cannot retake classes under their bachelor’s program to request grade forgiveness for AA coursework.

13. **What will the student's transcript look like when the forgiveness has been applied?**

a. A repeat code is being used to exclude the credit and exclude from GPA. This is how the original attempt will appear on the transcript:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Attempted Hrs</th>
<th>Earned Hrs</th>
<th>Grade</th>
<th>Quality Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>BISC 300 010</td>
<td>INTRODUCTION TO MICROBIOLOGY</td>
<td>4.00</td>
<td>4.00</td>
<td>C</td>
<td>8.000</td>
</tr>
<tr>
<td>MEDT 360 010</td>
<td>CLINICAL IMMUNOL &amp; MEDICAL VIROL</td>
<td>3.00</td>
<td>0.00</td>
<td>D+</td>
<td>0.000</td>
</tr>
<tr>
<td>Repeated:</td>
<td></td>
<td></td>
<td></td>
<td>Exclude Credit - Exclude in GPA</td>
<td></td>
</tr>
<tr>
<td>MEDT 362 02L</td>
<td>CLIN IMMUNOL &amp; MED VIROL LAB</td>
<td>1.00</td>
<td>0.00</td>
<td>D+</td>
<td>0.000</td>
</tr>
</tbody>
</table>

b. The later attempt will show that the credits were earned and the quality points are counted. For example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Attempted Hrs</th>
<th>Earned Hrs</th>
<th>Grade</th>
<th>Quality Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeated:</td>
<td></td>
<td></td>
<td></td>
<td>Include Credit - Include in GPA</td>
<td></td>
</tr>
<tr>
<td>MEDT 360 010</td>
<td>CLINICAL IMMUNOL &amp; MEDICAL VIROL</td>
<td>3.00</td>
<td>3.00</td>
<td>B-</td>
<td>8.001</td>
</tr>
<tr>
<td>MEDT 362 02L</td>
<td>CLIN IMMUNOL &amp; MED VIROL LAB</td>
<td>1.00</td>
<td>1.00</td>
<td>B</td>
<td>3.000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Attempted Hrs</th>
<th>Earned Hrs</th>
<th>Grade</th>
<th>Quality Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeated:</td>
<td></td>
<td></td>
<td></td>
<td>Exclude Credit - Include in GPA</td>
<td></td>
</tr>
<tr>
<td>MEDT 370 02L</td>
<td>PHLEBOTOMY PRACTICUM</td>
<td>1.00</td>
<td>1.00</td>
<td>C</td>
<td>2.000</td>
</tr>
<tr>
<td>MEDT 390 010</td>
<td>GENETICS &amp; MOLECULAR DIAGNOSTICS</td>
<td>3.00</td>
<td>3.00</td>
<td>D+</td>
<td>3.966</td>
</tr>
<tr>
<td>Repeated:</td>
<td></td>
<td></td>
<td></td>
<td>Include Credit - Include in GPA</td>
<td></td>
</tr>
<tr>
<td>MEDT 391 01L</td>
<td>MOLECULAR DIAGNOSTICS LAB</td>
<td>1.00</td>
<td>1.00</td>
<td>B+</td>
<td>3.333</td>
</tr>
</tbody>
</table>

NOTE: This is how it has appeared on the record, this has not changed.

14. **Are there any exceptions to the policy?**

a. Other than the exception for MATH 267 discussed in #9, no, there are no exceptions or substitutions.

b. The Web form will direct students to contact the Registrar’s Office at grading-registration@udel.edu if they have questions about grade forgiveness eligibility.

c. If you ever have questions about an exception to the policy, please contact Sarah Foster or grading-registration@udel.edu.