

Grade Forgiveness

Staff FAQs

1. What are students told about Grade Forgiveness?

- See the Grade Forgiveness policy in the Undergraduate Catalog:
<https://catalog.udel.edu/content.php?catoid=29&navoid=3906>
- There are also Student Grade Forgiveness FAQs on the Registrar's Webpage:
<http://www1.udel.edu/registrar/policies-procedures/grade forgiveness.html>

2. How will a student request Grade Forgiveness?

- Overview:**
 - The request will be made via a Grade Forgiveness Web form.
 - The form will be available to students on the last day of classes for Fall 19 (December 5th).
 - 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.
 - 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.
 - The Assistant Dean's Office will be copied on the Web form.
- How students will access the form:**
 - Via UDSIS: The form will be located in a few different places, including:
 - From the UD Student Homepage> select "Forms" tile> Undergraduate Forms > Grade Forgiveness
 - From the UD Student Homepage> Grades & Transcripts> then Grade Forgiveness
 - Via Web forms: Go to the "Blanks" tab> then select "Grade Forgiveness"
 - Via this link: www.udel.edu/grade forgiveness
- What the Web form will look like:**

GRADE FORGIVENESS

[Menu](#) [Help](#) [Logout](#)

Use this form after successfully repeating a course to request that the GPA impact of the original attempt be removed from your Undergraduate cumulative GPA. Please note that the original grade will remain on your academic record. Before completing this form, review the [Grade Forgiveness FAQs](#). You will receive a copy of this request after it has been through the approval process and should review any comments that may have been added. If you have questions on using this form, contact the Registrar's Office at grading-registration@udel.edu.

Symbol key: * Required information, ▲ Error

Student information

Student: Student Name
student@udel.edu

Classification: Sophomore

Current program: HLBH-BS; PSY-MIN

Repeated course

Select an eligible course: *

✘ Exit without saving
📁 Save & exit (not submitted)
➔ Next step

Use dropdown to select course:

Repeated course

Select an eligible course: *

Choose one

Choose one

MATH114 College Mathematics and Statistics, 2019 Spring Semester

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

Repeated course

Select an eligible course: MATH114 College Mathematics and Statistics, 2019 Spring Semester

Course description: Stresses mathematical concepts and algebraic skills with a strong emphasis on applications in the areas of management, life and social sciences. Topics include various function classes and models as well as statistics including descriptive statistics, probability, and regression. PREREQ: Requires a grade of C- or better in MATH010 or students must achieve an acceptable score on the Math Placement Exam in accordance with current standards determined by the Department of Mathematical Sciences. See <https://www.mathsci.udel.edu/courses-placement/ud-math-placement> for more information. RESTRICTIONS: Only four credits from any combination of MATH113, MATH114, MATH115, MATH117, and MATH127 can count toward graduation.

Course term: 2019 Spring Semester (2193)

Course grade: F

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

Grade forgiveness

	Remove this course grade from my GPA	Repeated attempt at course
Subject	MATH	MATH
Title	College Mathematics and Statistics	College Mathematics and Statistics
Catalog number	MATH114	MATH114
Section	011	015
Course Description	Stresses mathematical concepts and algebraic skills with a strong emphasis on applications in the areas of management, life and social sciences. Topics include various function classes and models as well as statistics including descriptive statistics, probability, and regression. PREREQ: Requires a grade of C- or better in MATH010 or students must achieve an acceptable score on the Math Placement Exam in accordance with current standards determined by the Department of Mathematical Sciences. See https://www.mathsci.udel.edu/courses-placement/ud-math-placement for more information. RESTRICTIONS: Only four credits from any combination of MATH113, MATH114, MATH115, MATH117, and MATH127 can count toward graduation.	Stresses mathematical concepts and algebraic skills with a strong emphasis on applications in the areas of management, life and social sciences. Topics include various function classes and models as well as statistics including descriptive statistics, probability, and regression. PREREQ: Requires a grade of C- or better in MATH010 or students must achieve an acceptable score on the Math Placement Exam in accordance with current standards determined by the Department of Mathematical Sciences. See https://www.mathsci.udel.edu/courses-placement/ud-math-placement for more information. RESTRICTIONS: Only four credits from any combination of MATH 113, MATH114, MATH 115, MATH 117, MATH 127, and MATH 231 can count toward graduation.
Term	2019 Spring Semester	2019 Fall Semester
Grade	F	B

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

Acknowledgement

By entering my name below, I acknowledge that submission of the Grade Forgiveness form is my formal request to remove the selected class from the calculation of my Undergraduate GPA and that this request cannot be revoked once my student record has been updated.

E-signature: *

(type Blaine) (type Yerger)

After the signature, they can select “Finish & submit”:

Routing

Form Originator	LastName,FirstName ✉	2019-11-13
	Comments:	
	<input type="text"/>	

Final Approver	Registrar
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Copy	Student Name ✉
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Copy	Registrar
------	-----------

Copy	Student Financial Services
------	----------------------------

[← Previous step](#)
[✖ Exit without saving](#)
[📁 Save & exit \(not submitted\)](#)
[✔ Finish & submit](#)

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@udel.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:

Other Credits Applied Toward University Studies		Other Credits	
Exemption or Waiver	UD Exemption	Aug 22, 2016	
Transferred to Term 2016 Fall as			
ENGL 110EX-ELI	ENGL110 Exemption ELI	0.000	T
Institution Info:	University of Delaware		
	Beginning of Undergraduate Record		
Program:	2016 Fall		Freshman N
Plan:	University Studies 2203		

- 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.

Term Summary		Edit Term Data
<div style="border: 2px solid red; padding: 5px;"> UOD01 - University of Delaware UGRD - Undergraduate 2203 - 2020 Spring Semester 2201 - 2020 Winter 2198 - 2019 Fall Semester 2193 - 2019 Spring Semester 2188 - 2018 Fall Semester 2185 - 2018 Summer 2183 - 2018 Spring Semester 2181 - 2018 Winter 2178 - 2017 Fall Semester 2175 - 2017 Summer 2173 - 2017 Spring Semester 2168 - 2016 Fall Semester UOD02 - English Language Institute EAP - English for Academic Purposes </div>		2016 Fall Semester Eligible to Enroll Yes Primary Program US University Studies Academic Standing Status Probation as of 2016-12-21 Level / Load Academic Level - Projected Freshman Academic Level - Term Start Freshman Academic Level - Term End Freshman Approved Academic Load Full-Time Academic Load Enrolled Full-Time Classes <input checked="" type="checkbox"/> Enrolled <input type="checkbox"/> Dropped <input type="checkbox"/> Wait Listed

5. How do I tell which terms are acceptable?

- The easiest way is to look at the unofficial transcript, at the cumulative attempted credit hours.
- 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.
- 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.

2017 Spr		Freshman N					
Program:	University Studies						
Plan:	University Studies 2203						
Course	Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts		
ANFS 102 010	FOOD FOR THOUGHT	3.000	3.000	B-	8.001		
ECON 103 010	INTRODUCTION TO MACROECONOMICS	3.000	3.000	C	6.000		
MATH 201 051	INTRO TO STATISTICAL METHODS I	3.000	3.000	B	9.000		
MUSC 205 010	MUSIC OF THE WORLD REQ DES: Multicultural	3.000	3.000	C	6.000		
Term GPA	2.417	Term Totals	12.000	12.000	12.000	29.001	
Cum GPA	2.053	Cum Totals	26.000	20.000	25.000	51.333	
		Transfer Totals	0.000	0.000	0.000	0.000	
Combined Cum GPA	2.053	Comb Totals	26.000	20.000	25.000	51.333	
11/05/2019							
2017 Sum		Freshman N					
Program:	University Studies						
Plan:	University Studies 2203						
Course	Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts		
MATH 202 010	INTRO TO STATISTCL METHODS II	3.000	3.000	B+	9.999		
Term GPA	3.333	Term Totals	3.000	3.000	3.000	9.999	
Cum GPA	2.190	Cum Totals	29.000	23.000	28.000	61.332	
		Transfer Totals	0.000	0.000	0.000	0.000	
Combined Cum GPA	2.190	Comb Totals	29.000	23.000	28.000	61.332	
2017 Fall		Freshman N					
Program:	University Studies						
Plan:	University Studies 2203						

- 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:

Beginning of Undergraduate Record						
2016 Fall						
Freshman N						
Program:	University Studies					
Plan:	University Studies 2203					
Course		Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts
ANTH	101 011	INTRO TO SOC & CULT ANTHROPOLO	3.000	0.000	Z	0.000
		REQ DES: Multicultural				
ECON	101 011	INTRODUCTION TO MICROECONOMICS	3.000	3.000	B	9.000
HIST	104 010	WORLD HISTORY II	3.000	0.000	F	0.000
		REQ DES: Multicultural				
MATH	241 019	ANALYTIC GEOMETRY & CALCULUS A	4.000	4.000	B+	13.332
UNIV	101 043D	FIRST YEAR EXPERIENCE I	1.000	1.000	P	0.000
		REQ DES: First Year Experience				
			<u>Attempted</u>	<u>Earned</u>	<u>Quality Hrs</u>	<u>Points</u>
Term GPA	1.718	Term Totals	14.000	8.000	13.000	22.332
			<u>Attempted</u>	<u>Earned</u>	<u>Quality Hrs</u>	<u>Points</u>
Cum GPA	1.718	Cum Totals	14.000	8.000	13.000	22.332
		Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	1.718	Comb Totals	14.000	8.000	13.000	22.332
Quality Point Deficit	003.668					
Academic Standing Effective 2016-12-21: ACADEMIC STANDING: Probation						

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 fulfil 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."

		Transfer Credits				
Transfer Credit from American University Applied Toward University Studies Program						
Incoming Course						
SPEX	120	Mentored Field Practicum	3.000	A-	2018 FALL SEM	
Transferred to Term 2019 Spring Semester as						
UNIV	364	EXPERIENTIAL INTERNSHIP	3.000	A-		
Incoming Course						
MATH	170	Precalculus Mathematics	3.000	C	2018 FALL SEM	
Transferred to Term 2019 Spring Semester as						
MATH	115	PRE-CALCULUS	3.000	C		
Incoming Course						
SISU	130	Intercultural Understanding	3.000	C	2018 FALL SEM	
Transferred to Term 2019 Spring Semester as						
COMM	263	COMM BEHAVIOR AND CULTURE	3.000	C		
Incoming Course						
BIO	110	General Biology I	4.000	F	2018 FALL SEM	
Transferred to Term 2019 Spring Semester as						
BISC	207	INTRODUCTORY BIOLOGY I	4.000	F		
Beginning of Undergraduate Record						
2018 Fall						
Program:	Prof Cont Studies Credit		Non-Degree			
Plan:	No Major					
Course		Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts
ADMN	108 010	DELAWARE IN DC	0.000	0.000		0.000
ENTR	350 075	INTRO TO ENTREPRENEURSHIP	3.000	3.000	C+	6.999
UNIV	101 053D	FIRST YEAR EXPERIENCE I	1.000	1.000	P	0.000
		REQ DES: First Year Experience				

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?
- The general policy is that these courses are separate, so they are not eligible for grade forgiveness.
 - 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:
 - MATH 267 topic 8 Integrated Calculus 1A is now MATH 231.
 - MATH 267 topic 9 Integrated Calculus 1B is now MATH 232
 - 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?
- 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?
- 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:

Course	Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts
BISC 300 010	INTRODUCTION TO MICROBIOLOGY	4.000	4.000	C	8.000
MEDT 360 010	CLINICAL IMMUNOL&MEDICAL VIROL	3.000	0.000	D+	0.000
Repeated:	Exclude Credit - Exclude in GPA				
MEDT 362 021L	CLIN IMMUNOL & MED VIROL LAB	1.000	0.000	D+	0.000

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

Course	Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts
MEDT 360 010	CLINICAL IMMUNOL&MEDICAL VIROL	3.000	3.000	B-	8.001
Repeated:	Include Credit - Include in GPA				
MEDT 362 020L	CLIN IMMUNOL & MED VIROL LAB	1.000	1.000	B	3.000

- c. For a regular (non-Grade Forgiveness) repeat, the original attempt would look like this:

Course	Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts
MEDT 370 021L	PHLEBOTOMY PRACTICUM	1.000	1.000	C+	2.000
MEDT 375 010	STAT & RESEARCH MED LAB SCI	2.000	2.000	C+	4.666
MEDT 390 010	GENETICS&MOLECULAR DIAGNOSTICS	3.000	0.000	D+	3.999
Repeated:	Exclude Credit - Include in GPA				
MEDT 391 011L	MOLECULAR DIAGNOSTICS LAB I	1.000	1.000	B+	3.333

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.