



**AUBURN UNIVERSITY
AT MONTGOMERY**

GRADE FORGIVENESS POLICY

Effective: [Leave this date blank.]

Prior Versions: [Insert prior revised and original dates, if applicable.]

Responsible Office: The Registrar’s Office administers this policy working with deans, department chairs, faculty, and advisors.

Review By: [Date will be assigned by Executive Policy Committee]

I. PURPOSE

To allow students to have up to three course grades of D/F/FA associated with their undergraduate degree excluded from computation of their institutional and cumulative GPA.

II. POLICY

All currently enrolled, regularly admitted undergraduate students may exclude a maximum of three course grades of D/F/FA associated with their undergraduate degree from the computation of their institutional and cumulative GPA. Transfer grades, transfer credit, grades earned in courses completed in a previously awarded baccalaureate degree, or grades that have been assigned as a result of academic misconduct are excluded from this policy. This policy does not offer exemption from academic requirements for Auburn University at Montgomery degrees.

Further:

- Exclusion of grades is only available to currently enrolled, regularly admitted undergraduate students, or those seeking reinstatement. It is not available to students after graduation.
- This policy does not apply to students who return for an additional undergraduate degree and wish to exclude grades earned prior to their return.
- All core and major requirements must be met for graduation.
- A notification of “Grade Forgiveness Policy Invoked” will be noted on the transcript.
- A notification of “Course Excluded from Earned Hours and GPA” will also be noted on the transcript.

Students should be aware that grades of D/F/FA in required courses may be excluded from the computation of the institutional and cumulative grade-point average prior to a repeat.

III. DEFINITIONS

None

IV. PROCEDURES

1. Student will meet with their designated academic advisor to discuss the policy and procedure.
2. Student will complete, and advisor and student will sign, the Grade Forgiveness Policy Checklist.
3. Student will complete, and advisor and student will sign, the Grade Forgiveness Request Form.
4. Advisor will transmit the Grade Forgiveness Request Form to the appropriate Dean or designee for signature.
5. Dean or designee will transmit the Grade Forgiveness Request Form to the Registrar's Office.
6. Registrar's Office staff will make appropriate notation in Banner and scan Grade Forgiveness Request Form into student record.

V. INTERPRETATION

The Registrar's Office, working with the Office of the Provost, will interpret the policy.