



REQUEST TO RETAKE A COURSE FORGIVENESS POLICY

REQUIREMENTS FOR APPLYING THE FORGIVENESS POLICY

(Form will not be processed without proper signatures a xed)

Students must complete this form for courses retaken under the Forgiveness Policy. A course may be forgiven if the student's initial attempt of the course resulted in an earned grade of D or F. This form is a BINDING AGREEMENT between the student and Florida Tech and cannot be withdrawn or resubmitted. To be applied, this form is due in the registrar's office no later than Friday of the 12th week of classes for fall or spring semester, Friday of the 10th week for a summer term, and no later than Friday of the 5th week of classes for Florida Tech Online students. Forms are processed at the end of the retake term. Once applied to a repeated course, forgiveness cannot be reversed. Forgiveness Policy is not applicable to graduate courses/students.

STUDENT INFORMATION

Student Name Last First Date

Student ID no. Major code Florida Tech email

I request approval to retake the following course:

Original CRN Pre x Course no. Section Course title

for which I was previously registered during Term / Year and received a letter grade of

Please mark one: • I plan to (re)take • I have (re)taken during Term / Year

New CRN Pre x Course no. Section Course title

FOR OFFICE USE ONLY

Processed by Date