

### REQUIREMENTS FOR APPLYING THE FORGIVENESS POLICY *(Form will not be processed without proper signatures affixed)*

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in an earned grade of D or F. This form is a **BINDING AGREEMENT** between the student and Florida Tech and cannot be withdrawn once submitted. 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 third week before the end of regular classes for a summer term, and no later than Friday of the fifth week of classes for Florida Tech Online students. Once applied to a repeated course, forgiveness cannot be reversed. *Forgiveness Policy is not applicable to graduate courses/students.*

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First

Student ID no. \_\_\_\_\_ Major code \_\_\_\_\_ Local phone no. \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

### I REQUEST APPROVAL TO RETAKE THE FOLLOWING COURSE

\_\_\_\_\_ / \_\_\_\_\_  
Original CRN Prefix Course no. Section Course title

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

Please check one:  I plan to (re)take  I have (re)taken during \_\_\_\_\_ / \_\_\_\_\_  
Term Year

\_\_\_\_\_ / \_\_\_\_\_  
New CRN Prefix Course no. Section Course title

### **APPROVED:** Signatures must be affixed in the order they appear on this form, beginning with the academic advisor and academic unit head.

1) Academic advisor signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

2) Academic unit head signature\* \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

*\*Academic unit head must approve the retaking of a course for the second or subsequent time.*

**DECLINED**

### REGISTRAR'S USE ONLY

Processed by \_\_\_\_\_ Date \_\_\_\_\_