

## REQUEST TO RETAKE A COURSE (FORGIVENESS POLICY)

## 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in an earned grade of D or F. This form is a BINDING AGREEMENT between the student and Florida Tech and cannot be withdrawn once submitted.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. 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.

		STUDENTI	NFORMATION	
Student Name	Last	First	Date	
			Florida Tech email	
I request approva	al to retake the followin	g course:		
Original CRN	Prefix Course no.	Section	Course title	
for which I was pre	viously registered during	/ /	and received a letter grade ofear	
Please mark one:	O I plan to (re)take	O I have (re)taken duri	ng / Term Year	
New CRN	Prefix Course no.	Section	Course title	
Student signature			Date	
ADDROVED (O)				
•	gnatures must me affixed in the	order they appear below)	Date	
2) Academic unit head signature*			Date	
Print name*Academic unit head m		urse for the second or subsequent time.		
□ DENIED				
			FOR OFFICE USE ONLY	
			Processed by	Date

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