



**FLORIDA GATEWAY
COLLEGE**

Office of Registration & Records
149 SE College Place • Lake City, FL 32025
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Records@fgc.edu

REQUEST FOR GRADE RECALCULATION

Student: _____

Student ID: _____

Florida Gateway College has established a course forgiveness policy in conjunction with applicable College procedures and State of Florida regulations. The following guidelines apply to request for grade forgiveness:

1. Students may only repeat a course in which they earned a grade of less than a C (2.0), unless approved by the Vice President for Academic Affairs or authorized by College policy.
2. Students may attempt college level courses up to three times, contingent upon number 1 above. A course may be taken a fourth time if permission is received from the Vice President for Academic Affairs.
3. An attempt is defined as any enrollment in a course which results in a grade assignment and/or a grade of Audit (AU) and/or a withdrawal (W).

I hereby apply for a recalculation of my grades, since I meet the applicable criteria above.

Please provide the course prefix and number (e.g. ENC 1101) of the course to be recalculated and indicate the term date first attempted and then the term date(s) of the subsequent attempt(s).

Course Prefix & Number	Term 1	Term 2	Term 3

Student's Signature

Date

Registration & Records Verified

Date