Forgiveness Policy
Removing Grades from GPA

There are certain circumstances in which a student’s grade for a course may be “forgiven”, i.e., removed from the student’s cumulative GPA. (The course and grade remains on the student’s record.) Such courses appear on a transcript with a “E” (exclude) next to the grade.

Repeated Courses

If the student does not successfully complete a course, she/he may only attempt the same course an additional two times. A student may repeat a successfully completed course to improve her/his GPA. The total number of attempts must be no more than three.

An attempt is defined as registering for and remaining in the course after the date where dropping is noted on the transcript as a W or WF (including those at other institutions).

Under exceptional circumstances, the student may request a fourth attempt of a course. A fourth attempt requires approval of the student’s major department chair and the Associate Provost.

A student may receive credit for a successfully completed course only once. If a student takes a course and then repeats it, only the grade for the repeated course will be included in the Cumulative GPA.

The first course is flagged with the “E” notation and the repeated course is denoted with an “I” (include) repeat flag. (If the course is repeated several times, only the grade for the last time taking the course will remain in the cumulative GPA) The “E” will appear for each attempt except the last one, which will have the “I” flag notation.

Note that this rule applies even if the repeated course grade is lower than the original course grade.

For courses with identical numbers and names, this process is done automatically by the registration system. If the course number or course name changes over the years, then a manual change is required. The College Registrar will make such changes. The student has a right point out in writing any repeated course that has not been forgiven. There is also a review for additional repeated courses by the College Registrar when the student applies for graduation.

Repeated courses that qualify to be “forgiven” include:

- Courses for which student received a poor or failing grade and then retakes the course to satisfy the course requirement.
- Courses for which student took the course at Maritime College and then retakes an equivalent course at another College (an official transcript is received with the grade of C or better for undergraduate and grade of B or better for graduate) which is posted as transfer credits on the Maritime College record.
- Courses that fulfill the same degree requirement.

Change of major

If a student changes major and has been in the new major for at least one year, then the student has the right to request that courses not relevant to the new major should be forgiven. (The student may request that only specific courses be forgiven; thus, courses with good grades, even if not relevant to the new major, can remain in the GPA.) The student will present such a request in writing to the Associate Provost.

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