

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 an "E" (exclude) next to the grade.

REPEATED COURSES

If the student does not successfully complete a course, she/he may attempt to take the same course again. A student may also repeat a successfully completed course to improve her/his GPA. A student attempting to take a course more than three times must meet with the Major Department Chairperson prior to registering for the course via the *Special Course Repeat Form*.

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).

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 most recent attempt 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 CURRICULUM (FRESH START)

If a student changes Major or changes Professional Experience (Deck, Engine, Intern), he/she may request a "Fresh Start" that would exclude grades from GPA calculation for all courses that are not applicable to the new curriculum. If so requested, then:

- Grades for all courses required in the old curriculum that are not applicable to the new curriculum will be removed from GPA. For a course required in the old curriculum that is applicable but not required in the new curriculum, the student will have a choice to apply the course or remove it from GPA. Courses and grades will remain on the academic transcript, with an E to the right of grade denoting the Exclusion of grade.
- A course with an excluded grade can never again be used to satisfy the requirements of any curriculum.
- The notation "Fresh Start" will appear on the transcript for the semester when request was granted.

A student may request the Fresh Start after meeting with the Academic Dean, who will explain how the grade exclusions would affect the student's GPA. Note that exclusions may affect the student's financial aid status.