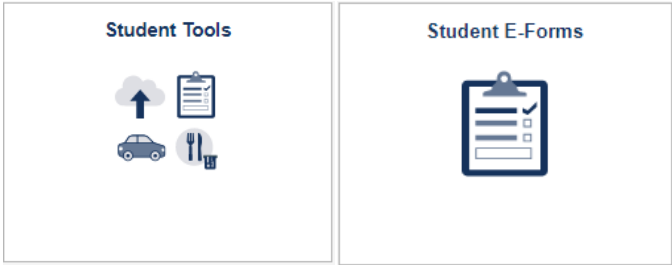
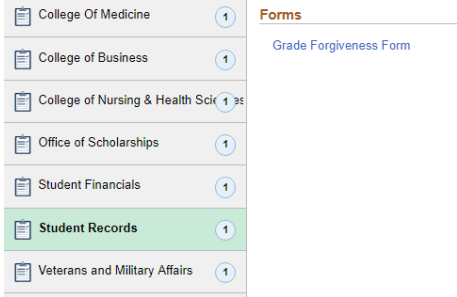


## Grade Forgiveness Request – Instructions

Steps	Screenshots
1. Login to <b>my.fiu.edu</b> . Select <b>Student Tools</b> and then <b>Student E-Forms</b> icon.	
2. Select the option titled <b>“Grade Forgiveness Form”</b> under <b>Student Records</b> Tab.	
3. Carefully read the guidelines provided and click <b>“I Agree”</b>	<p style="text-align: center; background-color: #FFD700; padding: 5px;">Guidelines for Processing the Grade Forgiveness Form</p> <p style="text-align: center; margin-top: 20px;"><input type="button" value="I Agree"/></p>
4. Under the <b>“Grade(s) Forgiven”</b> section, select the course from the <b>Repeated Attempt</b> dropdown menu with the grade you would like to keep and the grade you would like to replace from the <b>Original Attempt</b> section.	<p style="text-align: center; background-color: #FFD700; padding: 5px; margin-bottom: 10px;">Grade(s) Forgiven</p> <p>Total Attempts: <input type="text" value="1"/></p> <p>Repeated Attempt: <input type="text" value="034063 - Fall Term 2016 - MAT - 1033 - U05 - Intermediate Algebra - C+"/></p> <p>Original Attempt: <input type="text" value="034063 - Spring Term 2016 - MAT - 1033 - U05 - Intermediate Algebra - F"/></p> <ul style="list-style-type: none"> <li>Total Attempts includes the Pending Attempt</li> <li><u>ONLY</u> three (3) grades can be forgiven per student</li> </ul>

<p>5. Carefully read the information provided at the bottom of the page and click on the <b>checkbox</b>.</p>	<p><input checked="" type="checkbox"/> I understand that the submission of this request does not guarantee that the request will be honored. I understand that I should monitor my FIU email account for additional updates regarding my form submission.</p>
<p>6. Click <b>SUBMIT</b> button at the bottom of the page.</p>	<p style="text-align: center;"> <input type="button" value="SUBMIT"/> <input type="button" value="Clear Form"/> </p>
<p>7. A message will display that the request was successfully submitted.</p>	<p style="text-align: center; background-color: #cccccc; padding: 5px;">The form was successfully submitted. Please check your email for further communication.</p>

Common reasons why students might not be able to submit a Grade Forgiveness Form:

- Repeated course was NOT taken at FIU (e.g. student took the course at MDC).
- Grades for the semester have not been posted yet.
- Student did not receive a **FAILING** grade for the course (e.g. NC, DR, C, B-, B, A-)
- Student used up all their Grade Forgiveness attempts (ONLY three (3) attempts per student will be processed).