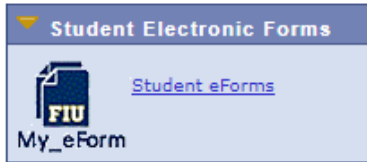

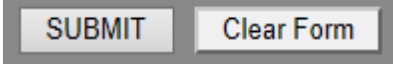
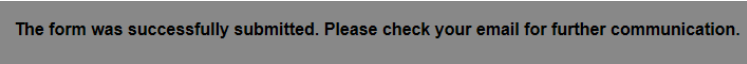


Grade Forgiveness Request – Instructions

Steps	Screenshots
<p>1. Login to my.fiu.edu and click on Student Electronic Forms located on the lower right hand side of the main screen.</p>	 <p>A screenshot of the 'Student Electronic Forms' menu. It features a blue header with the text 'Student Electronic Forms'. Below the header, there is a blue icon of a document with the FIU logo and the text 'My_eForm'. To the right of the icon, the text 'Student eForms' is displayed as a blue hyperlink.</p>
<p>2. Select the option titled “Grade Forgiveness Form” under the Student Records Tab.</p>	 <p>A screenshot of the 'Student Records' menu. It has a blue header with 'Find' and 'First 1-4 of 4 Last'. The menu is expanded to show three options: 'Third Party Billing eForm', 'Grade Forgiveness Form', and 'Veterans and Military Affairs'. The 'Grade Forgiveness Form' option is highlighted in blue.</p>
<p>3. Carefully read the guidelines provided and click “I Agree”</p>	<div style="background-color: #D2B48C; padding: 5px; text-align: center; margin-bottom: 10px;"> <p>Guidelines for Processing the Grade Forgiveness Form</p> </div> <div style="text-align: center;"> <input type="button" value="I Agree"/> </div>
<p>4. Under the “Grade(s) Forgiven” section, select the course from the Repeated Attempt dropdown menu with the grade you would like to keep and the grade you would like to replace from the Original Attempt section.</p>	<div style="background-color: #D2B48C; padding: 5px; text-align: center; margin-bottom: 10px;"> <p>Grade(s) Forgiven</p> </div> <div style="margin-bottom: 10px;"> <p>Total Attempts: <input type="text" value="1"/></p> </div> <div style="margin-bottom: 10px;"> <p>Repeated Attempt: <input type="text" value="034063 - Fall Term 2016 - MAT - 1033 - U05 - Intermediate Algebra - C+"/></p> </div> <div style="margin-bottom: 10px;"> <p>Original Attempt: <input type="text" value="034063 - Spring Term 2016 - MAT - 1033 - U05 - Intermediate Algebra - F"/></p> </div> <ul style="list-style-type: none"> Total Attempts includes the Pending Attempt <u>ONLY</u> three (3) grades can be forgiven per student

<p>5. Carefully read the information provided at the bottom of the page and click on the checkbox.</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 on the SUBMIT button on the bottom of the page.</p>	
<p>7. The following message will appear if form is successfully submitted.</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).