



## Undergraduate Course Forgiveness / Replacement

Student ID#	Last Name	First Name	M.I.
Student Loyola Email		Student Mobile Phone	Class Year*
Are you a Student Athlete? <input type="checkbox"/> Yes <input type="checkbox"/> NO	Do you have VA Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> NO	Do you have a Federal Loan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you on a F-1 Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No

**- Important -**

- There is a separate form for course repeat.
- Registration for course replacements must be done through the Academic Advising and Support Center (AASC), Maryland Hall 138.
- This is NOT a Registration Request Form.

**Note:**

Replacing a course may have implications for financial aid. For additional information, please contact the Office of Financial Aid at 410-617-2576.

**VA benefits** may not be used for grade forgiveness or replacement if a student successfully completed (did not fail) the course. Visit the VA website or contact Loyola's School Certifying Official for additional information.

**Replacement Course(s) Information – see page 2**

**Course(s) To Be Forgiven/Replaced**

Course #	Course Title	Credits	Term Taken	Grade

Comments				
Student Signature			Date	
AASC Signature			Date	

## Replacement Course(s) Information

- The replacement course(s) **CANNOT** be changed after the Add/Drop period during the first week of the semester.
- Students cannot use the forgiveness or replacement option for courses involving an Honor Code violation.
- Students can be forgiven or replace a maximum of two "D" or "F" grades during their Loyola career. When replacing a grade of "D," both the grade and original credits earned are removed from the student's cumulative QPA and credits.
- The second grade replaces the first grade in computation of cumulative QPA, regardless of whether it is higher or lower than the original grade.
- All grades remain on the transcript and affect the term QPA computations.
- First-Year Course Forgiveness  
Fully admitted, degree-seeking first-year students may use the "forgiveness" option to recover academically from their first semester. Students may replace grades of "D" or "F" from courses that they took in their first semester.
- Transfer Student Course Forgiveness  
Fully admitted, degree-seeking first semester transfer students, may use the "forgiveness" option to recover academically from their first semester. Students may replace grades of D or F from courses that they took in their first semester.
- Change of Major Course Replacement  
Upper-class students changing declared majors may find that major course requirements are significantly different from department to department. These students are permitted to use the "replacement" option to replace grades in major courses from the original major with grades in major courses from the new major.
- Consult the University catalogue for complete information regarding the course replacement policy (including first- year, transfer student, and change of major course replacement options).