



PETITION FOR ACADEMIC FORGIVENESS

RECORDS OFFICE

Please Print or Type

Last Name First Name Student ID Phone Number
Address City State Zip Code Terra Email

POLICY:

A student may petition for "Forgiveness" if the student meets the following criteria:

1. Has been absent from the College for two consecutive academic years **or** has changed majors.
2. Has satisfactorily completed twenty (20) semester hours of credit after re-enrolling at the College or changing majors.
3. Has maintained at least a 2.5 GPA with all grades being "C" or better since re-enrolling or changing majors.

PROCEDURE:

1. Submit this form to the Records Office for determination of eligibility.
2. If you qualify for forgiveness you will be billed for the \$50 fee payable to the Cashier's Office.
3. Upon receipt of payment all qualifying "D" and "F" grades earned prior to the absence from the college or the change in major will be forgiven.
 - a. Forgiven grades will be reflected on the student's transcript as a "FS."
 - b. Courses with forgiven grades will continue to appear on the transcript but will not be calculated in the cumulative GPA.
4. A student may use this policy only **once**.
5. This policy does not alter any college policies pertaining to academic probation and/or dismissal.

COURSES TO BE FORGIVEN:

List the courses that are to be reviewed for forgiveness.

Catalog Number	Course Title	Term/Year Completed	Grade Earned
Example ENG1050	College Composition	Fall 2008	F

I understand the "Forgiveness Policy" statement. Further, if I plan to transfer to another college or university, the receiving institution may use all grades earned in computing GPAs for admission or other purposes. I understand that the receiving institution may not honor this "Forgiveness Policy."

Student signature: _____ Date: _____

Do not mark below this line. For administrative use only.

VERIFICATION: Petition: ☐ Approved ☐ Denied Evaluated by _____ Date _____