



# Academic Forgiveness Request Form

## Office of the Registrar

### Student Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Email: \_\_\_\_\_

### Academic Forgiveness Policy

1. After five consecutive years of non-attendance, a student may request Academic Forgiveness based upon past academic performance.
2. The request will be reviewed after the student has completed at least one semester. The student must complete 12 credits and earn a GPA of 2.75 for the request to be approved.
3. When the student's request is approved, grades of "F", "WF", and optionally "D" for the courses from the prior attendance period will be removed from the student's Grade Point Average. However, the courses will remain on the student's official transcript designated with a special code for Academic Forgiveness. (XD and XF)
4. If a student requests forgiveness for a course or courses in which he/she has earned a grade of "D", the credits earned in any such course or courses will be removed from the total credits earned, and the student will receive no credit for the course.
5. A student who has Academic Forgiveness applied to their transcript will not be eligible for GPA academic honors (cum laude, magna cum laude and summa cum laude). The student could however qualify for the program/major honors.
6. Student must apply for the Academic Forgiveness prior to graduation. Units used for a previously awarded degree are not eligible for Academic Forgiveness.

### Student Signature

I hereby apply for Academic Forgiveness and have read and understand the policy as stated above. I understand that once Academic Forgiveness has been granted, it cannot be reversed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Documentation of Requested Courses to be Forgiven

Please submit an additional document listing the term and course you wish to have forgiveness granted. Or, you may attach a copy of your transcript with the courses highlighted or noted.

#### Registrar's Office Use Only

- |   |                       |
|---|-----------------------|
| <input type="checkbox"/> Courses/transcript attached with requested forgiveness courses indicated |                       |
| <input type="checkbox"/> Non-attendance 5+ years  |                       |
| <input type="checkbox"/> Completed 12 + units at 2.75 or higher                                   |                       |
| <input type="checkbox"/> Approved or <input type="checkbox"/> Denied                              | _____ (date/initials) |
| <input type="checkbox"/> Computer Entry   | _____ (date/initials) |
| <input type="checkbox"/> Student Notified   | _____ (date/initials) |