



Forgiveness of Grades Request Form

When submitting this form via email, e-fax or mailing, a picture ID must be attached.

Forgiveness of Grades Policy:

Forgiveness of Grades Policy: You may petition, in writing, to the Registrar to have credits earned at the college, which are at least five years old, forgiven. You will need to justify the request and provide evidence of reenrollment or continued enrollment after the approval of the request. Students not currently enrolled will need to complete a minimum of six semester hours with a "C" average or better for the petition to be considered favorably. If approved, the course (s) grade will be prefixed with an "N" and the grade and credit hours will not be calculated in the cumulative nor program grade point average. (See "Forgiveness of Grades" in the General Catalog)

Date: _____ Student ID: _____

Name: _____
Last Name First Name Middle Initial

Current Address: _____
Street City State Zip

Telephone #: _____ Cell Phone #: _____

Email address: _____ Check if you are a veteran: _____

Current Courses: *(Please list all courses in which you are currently enrolled.)*

<u>Course Prefix</u> (Example: ENG-111)	<u>Semester</u> (Example: Sp11)	<u>Course Prefix</u> (Example: ENG-111)	<u>Semester</u> (Example: Sp11)	<u>Course Prefix</u> (Example: ENG-111)	<u>Semester</u> (Example: Sp11)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Grades to be forgiven:

<u>Course Prefix</u> (Example: ENG-111)	<u>Semester / Grade</u> (Example: Sp09/F)	<u>Course Prefix</u> (Example: ENG-111)	<u>Semester / Grade</u> (Example: Sp09/F)	<u>Course Prefix</u> (Example: ENG-111)	<u>Semester / Grade</u> (Example: Sp09/F)
_____	_____/____	_____	_____/____	_____	_____/____
_____	_____/____	_____	_____/____	_____	_____/____
_____	_____/____	_____	_____/____	_____	_____/____

Reason for grade forgiveness request: *(Please use back of form if more space is needed for explanation.)* _____

Student Signature (Required): _____

For Office Use Only:			
ID Checked _____	Decision: Approved _____	Denied _____	Date: _____
Notes: _____			