



# Forgiveness of Grades Request Form

When submitting this form a picture ID must be presented; if mailing the form, a copy of a picture ID must be enclosed.

**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: \_\_\_\_\_