

Application for Academic Forgiveness

STOP! Before filling out this form, have you already retaken for a higher grade the course(s) in which you made the earlier F/WF, or does your current program require you to retake that course or courses? If so, do not apply for academic forgiveness—the existing repeat course policy will override the academic forgiveness policy.

Student Full Name: _____
(please print)

Student ID Number: _____

Academic Forgiveness may help those students whose past performance has prevented them from graduating, if their grade point average has improved to a 2.00 or above in recent years, by excluding previously earned grades of F or WF from the student's gpa. In order to apply for Academic Forgiveness, the student will initiate the process by requesting a copy of the application for Academic Forgiveness form along with an unofficial transcript to be attached to it from the Records Office. The student will then take the application and attached transcript to the Student Success Center to meet with a counselor or advisor, who will discuss the ramifications and alternatives of Academic Forgiveness with the student.

Conditions for the application of the academic forgiveness policy:

- A minimum of three years must have elapsed between the poor academic performance and the academic forgiveness request. The student may continue to be enrolled during that three-year period at Forsyth Tech or at another institution.
- Only grades of F or WF are eligible for academic forgiveness.
- Before applying for academic forgiveness, the student must have successfully completed at least 9 credit hours at Forsyth Tech with a C grade or higher, and the cumulative GPA of those 9 credits (or more) must be 2.00 or higher since the period of poor academic performance. (Basically the student needs to have at least a 2.00 over all work completed since that period for which forgiveness is being requested, and that work must be a minimum of 9 credits but can be more than 9.)
- If approved, the classes forgiven will remain on the transcript with the original grade and a notation indicating that academic forgiveness has been applied to them. The forgiven classes remain on the permanent record but will be excluded from the Forsyth Tech gpa calculation.
- Once granted, academic forgiveness is not reversible.
- Academic forgiveness may be granted only once.
- **Classes removed from the gpa calculation under academic forgiveness will still count towards attempted classes for Financial Aid purposes.**
- **Academic forgiveness will not affect selective admissions reviews for health tech programs at Forsyth Tech: all F's and WF's on the record still count in that review.**
- **Other institutions will use their own policies for reviewing the student's transcript and calculating the student's gpa for admissions purposes; their policies may not acknowledge the application of another institution's academic forgiveness policy to course grades and gpa calculation.**

I have reviewed the above policy with an advisor/counselor and would like to request that the academic forgiveness policy be applied to my record.

Student's Signature

Date

Advisor/Counselor Signature

Date

Student Services Dean or VP Signature

Date

Director of Records/Registrar

Date

After the form is signed by the advisor/counselor and VP return to the Director of Records in the Records Office.