

# Southwestern Community College

## Request for Academic Forgiveness

Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City /Zip/State: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Advisor: \_\_\_\_\_

Period/ Semester requested to be reviewed: \_\_\_\_\_

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### Academic Forgiveness Procedure

Any student who meets the following criteria may submit in writing, to the Office of the Vice President for Instruction and Student Services, a request for Academic Forgiveness.

- The student should have experienced a lapse in enrollment at SCC for a minimum of 24 months or two (2) academic years.
- Upon returning, at least twelve (12) semester hours of curriculum courses should have been completed with a GPA of 3.0 or greater.
- The request for forgiveness should be submitted during the subsequent semester (excluding summer) after the twelve (12) semester hours have been completed.

If the request is approved, all grades of D and F within the requested review period/consecutive terms will be forgiven and will not be used for GPA (Grade Point Average) computation for credits earned toward graduation requirements. Any forgiven work, if needed for completion of a certificate, degree, or diploma must be retaken. All grades will remain on the student's transcript.

If you have questions about how a Request for Academic Forgiveness may impact your financial aid, please contact the Financial Aid Office. If approved, a notation indicating academic forgiveness will appear on the official transcript. Students may submit only one academic grade forgiveness request.

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I am requesting academic forgiveness. If this request is approved, I am aware of implication as identified above. Please attach the justification for this request (to be provided by student).

\_\_\_\_\_  
Signature of Student  
\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
date  
\_\_\_\_\_  
date

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Approved    Denied

\_\_\_\_\_  
Signature of Vice President for Instruction and Student Services  
\_\_\_\_\_  
date