



12401 Willowbrook Road, SE | Cumberland, MD 21502-2596
 Phone: 301-784-5199 or 301-784-5198 | Fax: 301-784-5027 | admissions@allegany.edu

GRADE FORGIVENESS REQUEST

Academic Regulation J8 states a student who has discontinued attendance at the College for a minimum of five years and who re-enrolls may request grade forgiveness for a maximum of 16 credit hours. Grade forgiveness may not include any course that has fulfilled a graduation requirement, is a program requirement, or can be repeated for credit. Original grades are not expunged from the student's record. However, the courses are coded and the original grades are no longer calculated in the student's grade point average. Grade forgiveness may be used one time, regardless of the number of times a student may begin and discontinue enrollment at the College.

Student Name: _____ ID: _____

Address: _____

Phone: _____ Student email: _____

I am requesting academic forgiveness for the following courses:

<u>Dept & Number</u>	<u>Course Name</u>	<u>Semester</u>	<u>Grade</u>	<u>Credits</u>	<u>Repeat?</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I understand:

- these courses and grades will remain on my transcript but will not be calculated in my cumulative GPA.
- these courses cannot be used to satisfy degree or certificate requirements.
- grade forgiveness cannot be recognized for federal financial aid eligibility.
(Title IV regulations require the Financial Aid Office to include ALL grades in the calculation of GPA for federal financial aid purposes.)
- grade forgiveness may be granted one time only for a maximum of 16 credit hours.
- grade forgiveness may not include any course that has fulfilled a graduation requirement, is a program requirement, or can be repeated for credit.
- if I transfer, other colleges and universities may not recognize grade forgiveness.

Student Signature: _____ Date: _____

OFFICE USE ONLY

<input type="checkbox"/> Last attendance > 5 years	<input type="checkbox"/> Approved	<input type="text"/> Cumulative GPA before forgiveness
<input type="checkbox"/> First request for forgiveness	<input type="checkbox"/> Requires Petition	<input type="text"/> Cumulative GPA after forgiveness
<input type="checkbox"/> Total credits < 16	<input type="checkbox"/> Petition Approved	
<input type="checkbox"/> Eligible courses	<input type="checkbox"/> Petition Denied	

Registrar Signature: _____ Date: _____
 Posted to Student's Transcript by: _____ Date: _____