

# Appeal for Academic Forgiveness

STUDENT ID #: \_\_\_\_\_

For Office Use Only

The Academic Forgiveness Policy allows a student's previous less-than-satisfactory grades to be forgiven in the computation of the cumulative grade point average and completion rate. This makes it possible for a student to be in good academic standing and attain a grade point average sufficient for college graduation.

Name: \_\_\_\_\_ Tech ID# \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## 1. Prior to requesting academic forgiveness, you must meet the following criteria (no exceptions):

- Have a minimum two-year continuous break in enrollment from the College.
- Have a cumulative GPA of less than 2.0 prior to the break enrollment.
- Return to the College and complete a minimum 12 credits with a minimum 2.00 GPA in the coursework attempted after the break in enrollment.

## 2. When the above criteria have been met, you may request academic forgiveness for:

- A maximum of two semesters of grades completed prior to your break in enrollment.

Indicate for which semesters you are requesting forgiveness: \_\_\_\_\_

- Courses with grades of D, F, FW, N, FN, and W.

Indicate for which grades you are requesting forgiveness: \_\_\_\_\_

## 3. Read and sign below.

I have read, understand, and agree to the terms stated in the Academic Forgiveness policy and procedure (listed on the back of this form).

- I understand that Academic Forgiveness cannot be reversed.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 4. Obtain Academic Advisor Signature.

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*You will be notified of the results of your appeal within 30 days of receipt of this form, via your student email account.*

Submit completed form and all required document to One Stop, Room 1300 or [registration@saintpaul.edu](mailto:registration@saintpaul.edu)

# Appeal for Academic Forgiveness

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## 03.25.00.0 ACADEMIC FORGIVENESS

### Part 1: Policy

The Academic Forgiveness Policy allows a student's previous less-than-satisfactory grades to be forgiven in the computation of the cumulative grade point average and completion rate. This makes it possible for a student to be in good academic standing and attain a grade point average sufficient for college graduation. The Academic Forgiveness Policy gives a student who has not been enrolled in credit-based coursework at Saint Paul College for a minimum of two years, a one-time opportunity to establish a new grade point average (GPA) and completion rate for qualifying grades.

Prior to being considered for academic forgiveness, the following conditions must be met:

- A. Prior to requesting academic forgiveness, the student must have a minimum two-year continuous break from enrollment in credit-based coursework at the College.
- B. Prior to the two-year break in enrollment, the student must have a cumulative GPA of less than 2.0.
- C. The student must then be readmitted to the College and complete a minimum of 12 credits with a minimum 2.00 GPA in the coursework attempted after the two-year break in enrollment.

### Part 2. Scope

A student may request academic forgiveness for a maximum of two semesters of grades completed prior to the two-year continuous break in enrollment. Grades of D, F, FW, N, FN, and W may be forgiven. Once Academic Forgiveness is granted, it cannot be reversed.

## 03.25.00.1 ACADEMIC FORGIVENESS PROCEDURE

When the conditions of the Academic Forgiveness Policy are met, the student will meet with an Academic Advisor to complete an Academic Forgiveness form. If approved the student's transcript will be adjusted accordingly. The student will be notified of the results of their request via student email, within 30 calendar days from receipt of the Academic Forgiveness form. Please note:

- Forgiven grades will remain on the transcript but will not be counted in GPA and completion rate calculations.
- Forgiven grades cannot be used to meet program requirements.
- Financial aid regulations do not recognize academic forgiveness.
- Subsequent transfer institutions may not honor the academic forgiveness policy of Saint Paul College.