

ALLEGANY COLLEGE OF MARYLAND



GRADE FORGIVENESS REQUEST

Academic Regulation J8 states a student who has discontinued attendance at Allegany College of Maryland 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 will no longer be calculated in the student's grade point average. Grade forgiveness may be used no more than one time, regardless of the number of times a student may begin and discontinue enrollment at Allegany College of Maryland.

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

_____ Last attendance > 5 years	_____ Approved	_____ Cum. GPA before forgiveness
_____ First request for forgiveness	_____ Requires Petition	_____ Cum. GPA after forgiveness
_____ Total credits < 16	_____ Petition Approved	
_____ Eligible courses	_____ Petition Denied	

Registrar Signature _____ Date _____

Posted to Student's Transcript by _____ Date _____