



## Academic Grade Forgiveness Form

Student ID: \_\_\_\_\_ Student Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Are you a current student at East Central College? ☐ Yes ☐ No

### Grade Forgiveness Policy, Criteria, and Guidelines

Students attending ECC may elect, under certain circumstances, to petition for forgiveness of grades of (D) or (F) earned in coursework taken in a single semester. Grades will remain on the transcript but will be forgiven for purposed of grade point average computation and will be denoted accordingly. This policy applies only to coursework taken at ECC. Transfer institutions may or may not, at their discretion, honor the grade forgiveness from ECC. Students should consult with the transfer school regarding its policies.

By initialing the following guidelines, I am certifying I understand the policy and criteria associated with the Academic Grade Forgiveness Policy (student must initial each criteria):

- A. \_\_\_\_\_ Policy limits grade forgiveness to a single semester of coursework
- B. \_\_\_\_\_ Petitions are limited to students who have not attended ECC for a minimum of two consecutive semesters (excluding summer) OR who have changed his/her major. Students who wish to maintain continuous enrollment may seek relief under the Grade Replacement Policy.
- C. \_\_\_\_\_ Academic Grade Forgiveness may be invoked only once.
- D. \_\_\_\_\_ Upon receipt of a degree from East Central College, a student is no longer eligible for Academic Grade Forgiveness.
- E. \_\_\_\_\_ Use of the Academic Grade Forgiveness Policy does not preclude a student from use of the college's Grade Replacement Policy for coursework taken during other semesters.
- F. \_\_\_\_\_ Academic Grade Forgiveness Policy applies only to coursework taken at East Central College
- G. \_\_\_\_\_ Forgiven coursework and grades will remain on the student's official transcript (with proper annotation), but will not count toward any program/graduation requirements or be computed in any grade point average.
- H. \_\_\_\_\_ Grade Forgiveness will not retroactively impact a student's status with respect to any financial aid program or other student assistance program.
- I. \_\_\_\_\_ Academic forgiveness is not revocable.
- J. \_\_\_\_\_ Student must attach a student copy of current transcript with the grades and/or semester highlighted.

<b>Year requested : 20</b> _____	<b>Semester requested (Fall/Spring/Summer):</b> _____
<b>List all courses you wish to be forgiven:</b> <ul style="list-style-type: none"><li>• Should be only (D) or (F) courses</li><li>• Should not be used in a repeat policy</li><li>• Must be taken in the same term</li></ul>	<b>Course Number &amp; Name:</b>
<b>Describe how your situation aligns with the Academic Grade Forgiveness Criteria (additional paper may be used):</b>	

### Required Signatures

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ Approve ☐ Deny

☐ Courtesy Transcript Sent