

# Crowder College

Neosho • Webb City • Nevada • Cassville

## Academic Forgiveness

1. Academic forgiveness may be granted only for one (1) semester and one time during a student's academic career and must be requested prior to graduation. The student must contact an academic advisor prior to submitting the academic forgiveness form to receive advisement on graduation requirements.
2. All courses remain on the student's transcript, but the forgiven semester is not calculated in the graduation GPA. Credit hours or courses subject to academic forgiveness cannot be used to meet any academic requirements (e.g., including but not limited to graduation, prerequisites, or certification). Therefore, students must repeat courses needed to fulfill requirements for degree or certificate completion. Academic forgiveness will be marked on the transcript and advisor screen for all applicable hours and semester.
3. Students can only request academic forgiveness for courses taken at Crowder College. Academic forgiveness cannot be used to forgive transfer courses. Academic forgiveness is a policy of Crowder College and as such may not be recognized by outside institutions or agencies.
4. For students not concurrently enrolled, academic forgiveness will be granted following a one (1) year absence or upon completing twelve (12) credit hours at any post-secondary institution with a "C" grade in all courses between the period in which the grades were earned and the academic forgiveness request is made.
5. For students continuously enrolled, academic forgiveness will be granted following completion of twelve (12) credit hours and achieving a "C" grade in all courses between the period in which the grades were earned and the academic forgiveness request is made.
6. Academic forgiveness cannot be used to forgive ineligibility for financial aid, athletics, or other department scholarships which may result from academic deficiencies. Academic forgiveness will only apply to the academic records not financial aid or department scholarships and all grades will continue to be calculated to determine eligibility for financial aid, athletics, and department scholarships. Students receiving financial aid or scholarships should contact financial aid or the department awarding the scholarship, prior to submitting the academic forgiveness form, to receive proper advisement on future eligibility.
7. The student must request and submit to the Records Office, the Academic Forgiveness petition form anytime during the semester. The Records Office will review petitions and ensure students have met all conditions prior to granting academic forgiveness. A response will be received within 5 to 10 school days.
8. Final approval for all academic forgiveness applications will be granted by the Dean of Students. **Once academic forgiveness is granted, a student cannot later ask that it be rescinded.** Students must consult an academic advisor, prior to submitting the Academic forgiveness form, to receive advisement on graduation requirements.

I have read and understand the above Academic Forgiveness Policy.

Semester I am requesting to have academically forgiven: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Requirements have been met:  concurrent enrollment  12 hrs completed w/"C" or above

Academic Forgiveness was:  granted  not granted

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Records Department*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Dean of Students*

\_\_\_\_\_  
*Date*