

Application for Academic Forgiveness

All requests Must Comply with the BSC Academic Forgiveness Policy (BOG No. 6)

Name _____

Student ID# _____

Address _____

Date _____

Phone _____

Email _____

Reason For Request _____

Courses requested for forgiveness (term, course id, course name and course number):

Term	Course ID	Course Name

Under the following conditions, Bluefield State College will extend Academic Forgiveness to a student. The policy provides that certain "D" & "F" grades will be disregarded in the calculation of the student's GPA **for graduation requirements.**

1. The student must meet with their advisor.
2. The student **must not have been enrolled as a full-time student in any college or university during the four consecutive years immediately preceding the readmission semester.**
3. The student will be admitted on a probationary status. Academic Forgiveness will be applied after the student has earned at least 12 credit hours with grades of "C" or better in all course work & **applies in writing, to the Registrar for Academic Forgiveness.**
4. Only **"D" & "F" grades taken in courses at least four years prior to the request may be disregarded** for GPA computation, & these grades will not be deleted from the student's permanent record.
5. All "D" grades to be disregarded must be identified by the student at the time of applying for Academic Forgiveness, & the **credit earned for those courses will also be disregarded.**
6. The Registrar will notify the student regarding their Academic Forgiveness Application within **one week** following the request.
7. The College maintains the right to accept or not accept actions of other institutions regarding Academic Forgiveness. Other institutions may or may not recognize Academic Forgiveness extended by BSC.

Note:

- **Academic Forgiveness does not apply to graduation honors.**
- **Academic Forgiveness does not apply to students who have received an associate or baccalaureate degree.**
- **Academic Forgiveness may only be granted once.**

Students enrolled in a program at BSC may elect to receive Academic Forgiveness under the terms of this policy.

This form will be approved by the Registrar when forgiveness has been completed; a copy of a transcript should be attached and sent to the student.

Dean Signature _____

Date _____

Registrar Signature _____

Date _____