



# ACADEMIC FORGIVENESS

**Overview:** Students may petition, one time only, to have up to two consecutive semesters worth of credits adjusted on their academic record. The names of the courses will remain on the transcript, grades will be converted to "W" and a notation will be placed on the record indicating that a petition was filed and academic forgiveness granted for the semester(s) indicated. All grades for the semester(s) will be converted and none of the forgiven coursework will calculate into the TMCC GPA.

Students are *not* eligible for academic forgiveness if they have received a certificate or diploma as a result of receiving passing grades during the semester(s) for which academic forgiveness is sought.

To petition for academic forgiveness, the following conditions must be met:

1. One year must have elapsed since the semester in which course work is to be forgiven.
2. A minimum of 15 credits must be completed, with a cumulative minimum GPA of 2.2, after the end of the semester to be forgiven. Transfer work can be considered; official transcripts must be submitted to document any transfer work.

**Procedure:** Submit this completed form with official transcripts containing transfer work if applicable, to the Admissions and Records Office in person or by mail. If all academic work is from TMCC, this form may be submitted by fax.

Student Name		NSHE ID
<b>Academic Forgiveness decisions will be communicated via email. Please provide a valid/active email address</b>		
Email		
Telephone Number ( <i>cell</i> )	Telephone Number ( <i>alternate</i> )	
<b>Semesters to be disregarded</b> ( <i>must be consecutive</i> )		
Semester/Year	Semester/Year	
<b>What institutions have you attended since this time</b> ( <i>we must have official transcripts from each to process your request</i> )		
<b>Signature</b>		
Student's Signature		Date

## Office Use Only

Approved     Denied

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_