

**SCHOOLCRAFT COLLEGE  
ACADEMIC FORGIVENESS APPLICATION**

Schoolcraft College recognizes that students may need a “fresh start” at some point in their college career. The Academic Forgiveness Policy enables a student to request that a portion of the academic record be factored out of the GPA. Before requesting Academic Forgiveness, please make every attempt to improve the transcript by repeating courses.

Please note that the Financial Aid Office **does not** recognize Academic Forgiveness in its GPA calculation toward satisfactory academic progress.

**Students must read and understand the terms of the Academic Forgiveness Application below:**

- Students may seek Academic Forgiveness only once and it cannot be reversed. Should this Academic Forgiveness be granted, the affected courses will be marked by an asterisk (\*) symbol on the transcript, and will be excluded from the student’s GPA computation. Forgiven grades are not removed from the student’s record and remain as a part of the official transcript.
- “Academic Forgiveness” is a Schoolcraft College policy. Transfer institutions may or may not acknowledge Academic Forgiveness.
- Courses for which Academic Forgiveness is sought must be at least ten (10) calendar years old.
- A student must have completed at least an additional twelve (12) credit hours at or above a cumulative GPA of 2.0 before the Academic Forgiveness designation will be applied to the student transcript.
- Academic Forgiveness can be granted for one semester or session’s worth of work (regardless of the number of credits) OR a maximum of 12 credit hours total across several semesters/sessions.
- Courses that are granted the Academic Forgiveness designation cannot be used to fulfill graduation requirements or for special program entry.

NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_\_  
(mm/dd format only)

STUDENT ID NUMBER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

Please indicate your request in the box below. **(All credits taken in one semester OR 12 credit hours maximum if selected from more than one semester.)**

Course Number <i>Example: ACCT 201</i>	Credit Hours <i>Example: 4 credits</i>	Semester Taken <i>Example: Fall 1999</i>	Rationale for forgiveness (check all that apply)
			<input type="checkbox"/> Course no longer needed for current program <input type="checkbox"/> Student completed similar course elsewhere <input type="checkbox"/> Course no longer offered (unable to repeat) <input type="checkbox"/> Other:
			<input type="checkbox"/> Course no longer needed for current program <input type="checkbox"/> Student completed similar course elsewhere <input type="checkbox"/> Course no longer offered (unable to repeat) <input type="checkbox"/> Other:
			<input type="checkbox"/> Course no longer needed for current program <input type="checkbox"/> Student completed similar course elsewhere <input type="checkbox"/> Course no longer offered (unable to repeat) <input type="checkbox"/> Other:
			<input type="checkbox"/> Course no longer needed for current program <input type="checkbox"/> Student completed similar course elsewhere <input type="checkbox"/> Course no longer offered (unable to repeat) <input type="checkbox"/> Other:
		Total Credits _____	

Counselor’s/Advisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please note that a Counselor/Advisor can assist, but the final responsibility for this irreversible decision remains with the student. I understand and accept these conditions:**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_