



Academic Forgiveness - Graduate Student Request Form

Student name: _____ NCCU Email: _____

Banner ID: _____ Date of request: _____ Current phone (required): _____

Mailing address: STREET: _____

CITY, STATE, ZIP: _____

ACADEMIC SEMESTERS TO BE FORGIVEN: _____

Please read and initial the following points - then sign that you acknowledge the conditions of your request for Academic Forgiveness. Any student requesting Academic Forgiveness must be enrolled in a different graduate program than the one in which he or she was enrolled during the semester(s) of the work to be forgiven, and must have been out of the previously enrolled program for a period of at least two consecutive years after attempting the work to be forgiven. **If you do not understand any of the following then STOP and ask for it to be explained.**

_____ By requesting academic forgiveness for my academic work (from the above stated semesters) I realize **that the course work will still appear on my NCCU transcript**, but that it will no longer be factored into calculations of my overall or institutional NCCU grade point average.
Students may request academic forgiveness for any or all semesters of their prior work, but all work from a given semester will be affected if the student requests academic forgiveness for that semester and if the request is approved.

_____ I understand that once my request for academic forgiveness is approved, I **can never request academic forgiveness for additional NCCU or transfer course work**.

_____ I understand that the Dean of Graduate School may waive major, and supporting requirements met by courses taken during the semesters affected by academic forgiveness if the grade is appropriate; but **credit from those hours will NOT count toward my degree or GPA**.

_____ I acknowledge that **professional schools frequently recalculate GPAs counting all course work** toward consideration for admissions. If I were to apply for admission into such a professional school, that admissions committee may recalculate my NCCU graduating GPA. That committee could include all of my forgiven grades back into the recalculation of my GPA and thus consider my admission application using a GPA that will be lower than my NCCU cumulative GPA.

_____ With my signature I accept full responsibility for the consequences this academic forgiveness request, and all other aspects of the NCCU academic forgiveness policy **as stated in the NCCU catalog**.

****REQUIRED****

STUDENT SIGNATURE: _____ Date: _____

DEPARTMENT CHAIR OR COORDINATOR OF NEW PROGRAM SIGNATURE: _____ Date: _____

GRADUATE DEAN SIGNATURE: _____ Date: _____

PROVOST SIGNATURE _____ Date: _____