

## 4-18.1 Gaston College Academic Forgiveness Policy

### Purposes

The Academic Forgiveness Policy allows Gaston College students who have experienced academic difficulty at Gaston College to have one opportunity to have grades below a “C” excluded from the cumulative grade point average (GPA). Academic difficulty is defined as less than a 2.00 cumulative grade point average at Gaston College. This policy provides for raising the cumulative grade point average by excluding all grades of “D” or “F” earned prior to the date of eligibility for Academic Forgiveness. A student may be granted Academic Forgiveness only *once*.

### Criteria for Applying for Academic Forgiveness

- A student must have been out of school for at least three sequential semesters OR have changed his/her major.
- Grades must reflect at least a 2.00 grade point average in at least 12 semester hours in the new major before a student is eligible to apply for Academic Forgiveness.

### Procedures for Academic Forgiveness

- Students who are interested in applying for Academic Forgiveness must obtain the Academic Forgiveness Petition and information from the Office of the Registrar.
- Once completed by the student, the Office of the Registrar will review the petition to determine basic eligibility. Eligible petitions will be forwarded to the student’s divisional dean for review and a final decision.
- The student’s divisional dean will act upon the petition and return it to the Office of the Registrar.
- If forgiveness is approved, the Office of the Registrar will notify the student of the decision and include an updated student transcript, which will reflect the excluded grades.
- The new GPA calculation on the updated student transcript will exclude all “D” and/or “F” grades. All other grades that are “A,” “B,” and/or “C” will be included in the GPA calculation and will count toward graduation requirements unless other policies supersede this policy.
- The student’s GPA will be calculated based upon the date of eligibility and all criteria being met. The excluded courses will remain on the student’s transcript but will not count toward program/graduation requirements or be calculated in the student’s grade point average. No courses are removed from the transcript. If Academic Forgiveness is approved, the excluded course grades will be preceded by an “E” on the student’s transcript.
- If forgiveness is denied, the Office of the Registrar will notify the student with a letter of explanation.
- Review and processing of Academic Forgiveness generally takes two to four weeks.

### Exclusions and Limitations of Academic Forgiveness

- Any credits for courses earned with a grade of “D” are not retained.
- Students who plan to transfer to another college or university should know that the receiving institution is not required to disregard the excluded course grades. Once approved, Academic Forgiveness cannot be reversed.
- The minimum grade point average needed for admission for specific programs may or may not utilize the new grade point average.
- Financial Aid policies regarding Satisfactory Academic Progress are still applicable. Students who receive any type of financial aid should contact the Office of Financial Aid prior to applying for Forgiveness.

**Student Petition for Academic Forgiveness**

Date of Petition: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Social Security Number: \_\_\_\_\_

List the dates for the time period you previously attended Gaston College: \_\_\_\_\_

Indicate the beginning date of re-enrollment at Gaston College: \_\_\_\_\_

Indicate the term a change of major was processed (if applicable): \_\_\_\_\_

Please summarize your reason(s) for petitioning for Academic Forgiveness:

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I accept the conditions for Academic Forgiveness and hereby apply to be granted Academic Forgiveness.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Processing Purposes Only**

List the specific term for Academic Forgiveness: \_\_\_\_\_

Referred by the Office of the Registrar: \_\_\_\_\_  
Signature Date

Dean's signature: \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

If petition is denied, please provide a brief explanation for the student: