



## APPLICATION FOR ACADEMIC FORGIVENESS

The Academic Forgiveness Policy (AFP) is designed to allow students, under specific conditions, to have grades earned in previous academic terms excluded from the overall calculation of their cumulative GPA. This gives students some input over how their previous academic records impact meeting graduation requirements for our certificates, diploma or associate degrees.

Name \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Last First Middle

Permanent Mailing Address \_\_\_\_\_  
Street City State Zip code

Telephone number: \_\_\_\_\_ E-mail address \_\_\_\_\_

Currently Enrolled:  Yes  No If no, last date of enrollment \_\_\_\_\_

Quarter(s) and/or semester(s) requested for AF \_\_\_\_\_

### Guidelines for Academic Forgiveness Policy

While the AFP is open to all students, certain guidelines/qualifiers apply:

- The semester(s)/quarter(s) requested for AF must be at least five years prior to the date of this application.
- There is a limit of two consecutive semesters/quarters that a student can petition for exclusion. The consecutive semesters/quarters may or may not include the summer term.
- A student can only petition for exclusion one time during their academic career at GTC.
- All courses completed during the requested semester(s)/quarter(s) will be excluded from the cumulative GPA calculation. There is no option to include some courses and exclude others during the specific semester(s)/quarter(s). Exclusion of the semester(s)/quarter(s) courses means that the courses cannot be counted towards completion of a certificate, diploma or associate degree.
- Students may not petition to exclude a semester(s)/quarter(s) grades if any of those courses were already utilized in the completion of a certificate, diploma or associate degree.
- Courses, once excluded, cannot be transferred to another institution for credit.
- Exclusion of the semester(s)/quarter(s) courses cannot be reversed.
- A copy of the student's petition will be maintained in the student's permanent records.
- Excluded courses and grades will still appear on the student's transcript, but they will appear with a strike through on the course information and grades.
- This local policy does not supersede any State or Federal policies related to determination of scholarships, student financial aid, or other matters related to student cumulative GPA.

*In signing this application, I agree that I have met all the provisions of the Academic Forgiveness Policy at Greenville Technical College:*

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

**Please send this form to: Vice President for Education, Mail Stop 1233, P.O. Box 5616, Greenville, SC 29606-5616**

---For Official Use Only---

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Vice President for Academic Affairs

Denied \_\_\_\_\_ Reason \_\_\_\_\_  
Vice President for Academic Affairs

Processed by \_\_\_\_\_ Date \_\_\_\_\_  
Dean of Records/Registrar