

Warren County Community College

Academic Forgiveness Form

(Please attach (original) of Student letter requesting Academic Forgiveness.)

Name of Student: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Has the student:

a. Taken the Basic Skills Test or received an exemption from the test?

Yes  No

b. Been re-admitted to WCCC with at least years between his/her initial experience and his/her present enrollment?

Yes  No

c. Has now earned at least 12 credits hours with a 2.0 average or higher on the hours earned after re-admission?

Yes  No

(Note: All three questions MUST be answered Yes to be approved).

Reviewed by Financial Aid Approved Yes  No  Date: \_\_\_\_\_

Approved: Yes  No  Date: \_\_\_\_\_ Dean of Academic Services: \_\_\_\_\_

List all initial courses no longer to be included in the student's GPA.

Course	Semester	Course	Semester	Course	Semester
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Student Record Adjusted by: \_\_\_\_\_

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

Note: Please return this completed form to the Student File.

**Steps to be Taken**  
**For the Academic Forgiveness Policy**

1. Student has written a request for Academic Forgiveness.
2. The Administrator reviewing this request should now fill out the Academic Forgiveness Form.
3. The Student's initial academic experience has been at least 2 years prior to re-entering WCCC.
4. This student should have:
  - a. Take the Basic Skills Test or received an exemption from the test.
  - b. Been re-admitted to WCCC
  - c. Now earned at least 12 credits hours with a 2.0 average or higher on the hours earned after re-admission.
5. Approval of Dean of Academic Services or his/her designee.

List the courses which will no longer enter the student's GPA on the Academic Forgiveness Form.
6. Notify Financial Aid of Forgiveness Policy change to student record.
7. The College Registrar is to now enter the adjustment into the student record.
8. Notification is given to the Student of the adjustment to their record under Academic Forgiveness. Also the completed Academic Forgiveness Form must be sent to the student file.