

Prior to submitting this form, the student **MUST** have completed the course **AND** received their grade. Students who have already been awarded their Associate in Arts Degree, can not have grade forgiveness applied to any course taken as part of that degree.

STUDENT'S NAME (PLEASE PRINT)

STUDENT IDENTIFICATION NUMBER

This is a request to have the following course forgiveness applied to my academic record:

Use this course:

COURSE PREFIX AND NUMBER	COURSE NAME	YEAR/TERM	GRADE EARNED
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To **FORGIVE** this course:

COURSE PREFIX AND NUMBER	COURSE NAME	YEAR/TERM	GRADE EARNED
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STUDENT'S SIGNATURE DATE

Grade Forgiveness Applied

Grade Forgiveness NOT Applied - Reason: _____

General Comments: _____

Director, Admissions/Registrar or Designee Date

Entered by: _____

Date: _____