The Center for Student Success
Academic Forgiveness: Past Performance
Room A118

The Academic Forgiveness Policy is designed to help students who get off to a bad start academically and who are looking for a fresh start. The policy has two options:

1. OPTION 1: Academic Forgiveness based upon past academic performance
2. OPTION 2: Academic Forgiveness based upon change of curriculum

A student may request Academic Forgiveness once under the academic performance option and once under the change of curriculum option. An appointment with an Academic Counselor is required to complete this application.

Application for Academic Forgiveness under Option 1

After three (3) consecutive years of non-attendance (3 Fall and 3 Spring semesters), a student may request Academic Forgiveness of grades, as follows:

After your return to Bergen Community College, you must complete at least nine (9) credits with a GPA of 2.50 for your request to be approved. The request will be reviewed after you have completed at least one semester.

If your request is approved: grades of “F”, “E”, “R” and optionally “D” for the courses from the prior attendance period will be removed from your Grade Point Average. The courses will remain on your official transcript, designated with a special code for Academic Forgiveness (“@”).

Student Name: ___________________________ Student ID: ___________________________

Current Address: _____________________________________________________________

Telephone Number: ____________________ Email Address: _______________________

Attach a current unofficial transcript with courses for which forgiveness is requested CLEARLY marked.

Note that if you include courses in which you have earned a grade of “D”, you will lose credit for each such course if forgiveness is granted.

I have read and understood the policy stated above, and under these terms I request forgiveness for the semesters listed.

_________________________________________        ____________
        Student Signature                                                                 Date

For Official Use Only

□ Unofficial Transcript
□ Three year absence verified
□ Nine Credits verified
□ 2.50 GPA Verified

□ Approved
□ Disapproved

Processed by:

Verified by Academic Counselor Date

Name Date
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2. OPTION 2: Academic Forgiveness based upon change of curriculum

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Application for Academic Forgiveness under Option 2

1. You may request Academic Forgiveness based upon a change of curriculum at any time after matriculation and after credits have been attempted.

2. If your request is approved, grades of “F”, “E”, “R” and optionally “D” in courses that were required by your former academic program but that are not required by your new program will be removed from your Grade Point Average. The courses will remain on your official transcript, designated with a code indicating Academic Forgiveness (“@”).

Student Name: ________________________ Student ID: ____________________

Current Address: ______________________________________________________________________________

Telephone Number: ____________________ Email Address: ______________________________________________________________________________

Attach a current unofficial transcript with courses for which forgiveness is requested CLEARLY marked. You must also attach program evaluations for both the OLD and NEW curriculum with the correct catalog years.

Note that if you include courses in which you have earned a grade of “D”, you will lose credit for each such course if forgiveness is granted.

I have read and understood the policy stated above, and under these terms I request forgiveness for the semesters listed.

__________________________________________________________________________  _______________________

Student Signature                  Date

For Official Use Only

€ Unofficial transcript attached
€ Old Curriculum: _______________________
€ (Attach Evaluation with the correct catalog year)
€ New Curriculum: _______________________
€ (Attach Evaluation with the correct catalog year)
€ Credits attempted in new curriculum _________

€ Approved
€ Disapprove

Verified by Academic Counselor       Date

Processed by                        Date