



Information Sheet, Academic Forgiveness, Option 2 (Change of Curriculum)

Committee on Academic Standing

The College's Academic Forgiveness policy is designed to help students recover from past academic problems. There are two options for academic forgiveness. The first option applies to students who have not attended Bergen for at least six consecutive fall and spring semesters, and the second option is for current students who change their curriculum. You may apply only once for each forgiveness option.

Academic Forgiveness, Option 2, is for students who wish to change their program of study and who wish to have grades from their former program of study forgiven. If your application is approved, grades of E, F, and R that were required by your former academic program but that are not required by your new program will be removed from your BCC GPA. You may also request that D grades be removed, but you will lose the credits for these courses. All courses which have been forgiven will remain on your transcript and will be designated by the suffix"@".

Further, you should note that the Academic Forgiveness policy does not supersede financial aid policies for Satisfactory Academic Progress or other GPA requirements set by federal or state laws or regulations or transfer institutions. Such policies and laws may use a different GPA calculation which is unaffected by this policy. You should discuss directly with a Financial Aid counsellor any concerns you may have about how your GPA affects your financial aid.

You must see a counselor to review your application before it can be submitted.



Application for Option 2 Academic Forgiveness (Change of Curriculum)

Committee on Academic Standing

This option applies to students who wish to change their program of study and who wish to have grades from their previous program forgiven. Once you have completed this application, you must schedule an appointment with a counselor to review and submit it.

If your application is approved, grades of E, F, and R that were required by your former academic program but that are not required by your new program will be removed from your BCC GPA. You may also request that D grades be removed, but you will lose the credits for these courses.

For assistance and to submit your completed appeal form, please contact:

Center for Student Success - Paramus

Pitkin Education Center, One Stop

Phone number: 201-447-7211 or Email: aacenter@bergen.edu

Lyndhurst - Counseling Office

Office location: Room 120

Phone number: 201-301-8953

Name:

ID#:

Street Address:

City:

State:

Zip Code:

Telephone:

Email Address:

Curriculum Option (Certificate/Program):

This is the first/only time I have applied for Option 2 Academic Forgiveness (change of curriculum): Yes

have attached a transcript of my previous program and my new program and have marked which courses in my previous program I wish to have forgiven. (If you are unsure, please discuss with a counselor.) Yes

I have read and understood the Academic Forgiveness policy, Option 2, and under these terms I request forgiveness for the courses indicated. Yes

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

☐ Denied

Verified by Academic Counselor _____

Date _____

Processed by _____

Date _____

(Last revised/reviewed date): _____