



## **Information Sheet, Academic Forgiveness, Option 1 (Nonattendance)**

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 for current students who change their curriculum. You may apply only once for each forgiveness option.

To be eligible for academic forgiveness under Option 1 (Nonattendance), you must meet the following conditions:

- Have not attended the College for at least six consecutive fall and spring semesters.
- If you left Bergen because you were suspended or dismissed for academic reasons, you must first apply for reinstatement and be reinstated.
- Subsequently complete nine credits with a GPA of 2.50 for these credits.

Once you've met these conditions, you may apply for academic forgiveness. Previous E, F, and R grades will be forgiven and removed from your Bergen 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 counselor any concerns you may have about how your GPA affects your financial aid.

You must apply for academic forgiveness no later than the end of the first semester after you've completed your nine credits with a 2.5 GPA.

To discuss how academic forgiveness might apply to your situation, you are encouraged to see a counselor. Students who were not in good academic standing (probation, suspension, or dismissal) when they stopped attending must see a counselor.



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## Application for Option 1 Academic Forgiveness (Nonattendance)

Committee on Academic Standing

This option applies only to students who have not attended the College for at least six consecutive fall and spring semesters and who return and complete nine credits with a 2.50 GPA. Once you've completed this application, you must schedule an appointment with a counselor to review and submit it.

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

**Paramus (Pitkin Ed. Ctr.) – Center for Student Success**

Office location – A 118

Phone number – 201-447-7211

**Lyndhurst- Counseling Office**

Office location – Rm. 120

Phone number – 201-301-8953

[Link]

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Curriculum Option (Certificate/Program): \_\_\_\_\_

It has been at least six fall and spring semesters since I last attended Bergen. Yes \_\_\_\_ No \_\_\_\_

Last semester attended: \_\_\_\_\_ Current Date: \_\_\_\_\_

This is the first/only time I have applied for Option 1 Academic Forgiveness (Nonattendance): Yes \_\_\_\_ No \_\_\_\_

I wish to have the following courses forgiven:

Course (ex - THR 101)	Section (ex - 001)	Semester Taken (ex - 2014sp)

I have attached a transcript and have clearly marked the courses for which I wish to have the grades forgiven: Yes \_\_\_\_ No \_\_\_\_

I have read and understood the Academic Forgiveness policy, Option 1, and under these terms I request forgiveness for the courses indicated.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

<input type="checkbox"/> Unofficial transcript attached <input type="checkbox"/> Old Curriculum: _____ <input type="checkbox"/> (Attach Evaluation with the correct catalog year) <input type="checkbox"/> New Curriculum: _____ <input type="checkbox"/> (Attach Evaluation with the correct catalog year) <input type="checkbox"/> Credits attempted in new curriculum _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Verified by Academic Counselor _____ Date _____	Processed by _____ Date _____

[Last revised/reviewed date