



BAR CODE

# E GRADE APPEAL FORM

Committee on Academic Standing

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

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

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

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

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

**Explanation of E Grade** – An E grade is assigned by an instructor when a student has completed too little work for an earned grade (A, B, C, D, F). Usually students receive E grades because they did not attend class or stopped attending class but did not withdraw from the course by the official deadline.

A student may petition the Committee on Academic Standing to request that an E grade be changed to a W grade. This request should be filed only when students were prevented from withdrawing from a course officially due to circumstances beyond their control. (See current Catalog Policies.)

Petitions must be filed within four (4) semesters of the semester in which the E was received, not including Winter or Summer terms.

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]

Clearly indicate the year, semester, and course information for the grade(s) being appealed. [Attach a copy of your transcript from WebAdvisor showing the E grades.]

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

**Reason for Petition:** Since E grades can be avoided by withdrawing officially from a course, you must specifically address your reason for not meeting this deadline. Appropriate documentation is required and must be attached. If additional space is required, please attach sheets.

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

**COMMITTEE ACTION OFFICIAL USE ONLY**

GRANTED

DENIED

TABLED

COMMENTS: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

[Last revised/reviewed date]



## Information Sheet, Reinstatement Application

Committee on Academic Standing

### Reinstatement

Reinstatement may be requested by students who have left Bergen for reasons of academic suspension or dismissal.

In order to apply for reinstatement, a student must complete an **Application for Reinstatement** form. This form is reviewed by the Committee on Academic Standing in accordance with the posted college deadlines. Please be aware that the reinstatement application requires payment of a \$25 fee.

A student who is granted reinstatement will be reclassified as a student with "conditional academic standing." This status requires the reinstated student to meet with an academic counselor before registering for course work until a return to good academic standing is achieved.

Often, there are conditions attached to reinstatement (such as a maximum credit limit in the first semester back and the need to re-take courses that were graded as E, R, or F) and counselors are able to assist returning students in making sense of these conditions. Also, some students applying for Reinstatement may also elect to apply for *Academic Forgiveness*. Counselors can help to determine whether this is appropriate.

### Steps to Apply for Reinstatement

1. It is recommended, but not required, that students discuss a plan for re-entry to the college with a counselor.
2. Complete the **Application for Reinstatement**.
3. Go to the Bursar's Office to make the \$25 fee payment.
4. Submit the **Application for Reinstatement** to the Center for Academic Planning and Student Success (Room A-118).

### Tips for Completing the Application

Successful applicants take the time to prepare a complete and accurate application. Documentation that supports your application (such as doctor's notes, legal documents, etc.) is essential to the Committee on Academic Standing.

**Students on Financial Aid** - Please note: it is important to understand that the reinstatement process 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 use a different GPA calculation which is unaffected by this policy. If you have questions about how this may affect you, please speak to a counselor.



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# Application for Reinstatement

## Committee on Academic Standing

If you have been suspended or dismissed for academic reasons, you may apply for reinstatement. A \$25 reinstatement fee is required. See instructions for applying for reinstatement.

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): \_\_\_\_\_

If granted reinstatement, I would like to resume taking classes beginning: Semester \_\_\_\_\_ Year \_\_\_\_\_

### Current Status

Suspension: \_\_\_ Dismissal: \_\_\_ At the end of Fall \_\_\_ Spring \_\_\_ Year \_\_\_\_\_

Are you receiving financial aid? Yes \_\_\_ No \_\_\_

If yes, indicate type. EOF \_\_\_ Financial Aid/VA \_\_\_ Other \_\_\_

Are you an international student on a visa? Yes \_\_\_ No \_\_\_

**Questions** - Answer each question thoughtfully. Be specific, and attach any documentation that you believe supports your application. Attach additional page(s), if necessary.

1. Why do you think you did not do well in the past in your courses?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How has your situation changed, and what will you do differently to improve your grades?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If you are reinstated, you are expected to repeat courses in which you received E, R, or F grades. If there are other courses you wish to take in your first semester back, please list them along with your reasons for wanting to take these courses. Generally, you will be limited to a maximum of 6 - 7 credits during your first semester back.

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I understand that improving my grades and fulfilling any other reinstatement conditions (tutoring, meeting with a counselor, etc.) are my responsibilities. I promise to meet these conditions upon my return to the college.

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

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**COLLEGE PERSONNEL ONLY**

Credits Attempted at BCC: \_\_\_\_\_ Credits Completed at BCC: \_\_\_\_\_

Cummulative Grade Point Average: \_\_\_\_\_ Program: \_\_\_\_\_

Grant: \_\_\_\_\_ Deny: \_\_\_\_\_ Table (Reason): \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Restrictions: \_\_\_\_\_ Credit Limit: \_\_\_\_\_

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Courses Requiring Divisional Approval (Second Repeat)

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Grade Point Average Requirements: Semester: \_\_\_\_\_ Cumulative: \_\_\_\_\_

Other: \_\_\_\_\_

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Authorized Signature

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Date



## **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 counsellor 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: \_\_\_\_\_

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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
<hr/> Verified by Academic Counselor _____ Date _____	<hr/> Processed by _____ Date _____

[Last revised/reviewed date



## **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.



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# 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:

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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): \_\_\_\_\_

This is the first/only time I have applied for Option 2 Academic Forgiveness (Change of Curriculum): Yes \_\_\_\_ No \_\_\_\_

I 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 \_\_\_\_ No \_\_\_\_

I have read and understood the Academic Forgiveness policy, Option 2, 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
<hr/> Verified by Academic Counselor _____ Date _____	<hr/> Processed by _____ Date _____

[Last revised/reviewed date]