Application for Academic Forgiveness

Instructions

The purpose of academic forgiveness is to allow a student who has not performed well academically in the past to have a maximum of twelve (12) credit hours of "E" grades removed from his or her grade point average. In order to qualify for academic forgiveness, you must meet the following conditions:

1. You must be currently enrolled at the time you apply for academic forgiveness.
2. Five or more years must elapse between the academic forgiveness and the last failing grade for which forgiveness is requested.
3. The student must have earned at Henry Ford College at least six (6) credit hours in courses numbered 100 or above and have a cumulative grade point average (CGPA) of 2. 0 or higher from the time period in which the failing grades were received.

Please be aware of the following:

1. Forgiven grades, to a maximum of twelve (12) credit hours will no longer be calculated in the student's overall grade point average (GPA).
2. Forgiven grades will remain on the transcript and a special notation will be added explaining academic forgiveness.
3. Academic forgiveness is granted only once to any student.
4. Academic forgiveness, when granted applies to Henry Ford College courses. There is no guarantee, expressed or implied, that academic forgiveness will be recognized by any other college or university.
5. Academic forgiveness will not be granted once a student has graduated from Henry Ford College.

Please print clearly, and allow 10 business days for processing. If you have questions regarding this information, please contact the Registration & Records office at 313.845.6403

HENRY FORD COLLEGE
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Registration and Records

Application for Academic Forgiveness

Student Information

HANK ID Number: _____

Last Name: _____   First Name: _____   Initial: _____

I am currently enrolled in classes at Henry Ford College: Yes   No

List below the course(s) you would like forgiven:

Course Number	**Course Title**	**Semester and Year Taken**
Example: CIS-100	Introduction to Information Technology	Fall 2012

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature: _____   Date: _____

Application for Academic Forgiveness

Below for Office Use Only

Approved   Denied

Reason: _____

Staff Signature: _____   Date: _____

Response Mailed: _____ Initials: _____