



## Form to Request Academic Forgiveness

### Instructions:

1. Read in its entirety the Academic Forgiveness Policy found in the Academic Regulations section of the *Undergraduate Announcements*.
2. The Academic Forgiveness Policy (AFP) allows a student with first term of enrollment fall 2013 through spring 2019 to eliminate from the GPA calculation up to three courses in which a D or F was earned. Students with first term of enrollment summer 2019 or after can eliminate a maximum of two courses.

The following conditions apply:

- Courses taken prior to fall semester 2003 may not be considered for academic forgiveness.
  - While D or F grades in required courses may be eliminated before the course is repeated, the required course must be repeated satisfactorily at Clemson University before graduation. Both grades will remain on the transcript, degree progress report, and other official documents. For financial aid purposes, courses repeated under this policy resulting in duplicate credit do not count for satisfactory academic progress.
  - The AFP shall apply only to courses taken at Clemson University.
  - Course substitutions are not permitted in situations where Academic Forgiveness has been previously applied.
  - Candidates for graduation must request AFP by the Wednesday before graduation. [See Academic Calendars](#).
  - Students may not invoke the AFP after they have graduated. After graduation, students may repeat coursework, but both grades will be calculated in the grade-point average.
  - The AFP may not be applied to a course taken on a Pass-No Pass basis.
  - The AFP may not be applied to any course in which the student was previously found in violation of the academic integrity policy.
3. Accurately complete the form with all necessary information. (Forms with omitted or incorrect information **will not** be processed.)
  4. Obtain academic advisor signature. (Please make sure that you have discussed all possible effects of the Academic Forgiveness with your advisor.)
  5. Read acknowledgement, sign and date request.
  6. Return original form to 104 Sikes Hall for processing.
  7. Once form is received by the Office of Records and Registration, please allow three to four business days for the Academic Forgiveness to be posted to your IROAR record.
  8. Periodically check your academic record in IROAR to see that the request has been applied.

**Completion of the following form does not automatically grant Academic Forgiveness. Students will be notified via email of any DENIED request by the Office of Records and Registration.**

For further information, please see the FAQ's at the following link:  
<http://www.registrar.clemson.edu/html/acadForgiveness.htm>



# Request for Academic Forgiveness

Name of Student: \_\_\_\_\_  
Last First Middle/Maiden

Student Clemson ID:           Email Address: \_\_\_\_\_

Course Information: \_\_\_\_\_  
CRN Subject Abbreviation Number Credit Hours

In what term was this course taken?  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

The original grade reported for this student on the above course was: \_\_\_\_\_

### Forgiveness Acknowledgement (advisor)

This student and I have discussed: 1) the impact on GPA and credit hour requirements for degree purposes; 2) that the same course may not be or already have been transferred to Clemson from any other institution; and 3) the possible effect of this forgiveness on Financial Aid Award, recommending the student consult with the Financial Aid Office.

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Advisor: \_\_\_\_\_

### Forgiveness Acknowledgement (student)

I am aware of the following restrictions: (1) the AFP may not be applied to a course taken on a Pass-No Pass basis; (2) the AFP may not be applied to any course in which I have been previously found in violation of the academic integrity policy; (3) course substitutions are not permitted in situations where Academic Forgiveness has been previously applied; and (4) the same course may not be or already have been transferred to Clemson from any other institution. The full Academic Forgiveness Policy is found in the Academic Regulations section of the *Undergraduate Announcements*.

I understand that Academic Forgiveness grades will be seen by graduate schools and professional programs that may re-compute my GPA using original grades (before Academic Forgiveness was applied) in their selection process. Further, many scholarship programs have minimum GPA and completed hours requirements. I understand that an Academic Forgiveness grade may result in a GPA that meets the scholarship minimum but the loss of credit hours may cause me to no longer meet the credit hour requirement. After Academic Forgiveness is applied, I must write to the Office of Student Financial Aid and request reinstatement of my scholarship(s). I further understand that, once Academic Forgiveness has been applied, the decision is final; the original grade and credit will not be restored. Courses taken prior to Fall 2003 cannot be considered.

My signature below confirms that I have read in its entirety the Academic Forgiveness Policy found in the Academic Regulations section of the *Undergraduate Announcements*.

**Completion of this form does not automatically grant Academic Forgiveness. Students will be notified via email of any DENIED request by the Office of Records and Registration. Further, periodically check your academic record in IROAR to see that the request has been properly recorded to your academic record.**

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

Print Name of Student: \_\_\_\_\_

## Office of Records and Registration

<b>For Office Use Only:</b>	
Date form processed: _____	ACD <input type="checkbox"/> Yes <input type="checkbox"/> No
Original Forgiveness courses _____	Course taken prior to Fall 2003 <input type="checkbox"/> Yes <input type="checkbox"/> No
Current remaining Forgiveness courses _____	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No
New Cumulative Summary: _____	