



# Bluefield State University

## APPLICATION FOR ACADEMIC FORGIVENESS

All requests must comply with the BSU Academic Forgiveness Policy (AC-203)

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

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

### Courses requested for forgiveness

Term	Course ID & Number	Course Name

Please attach a separate sheet if additional spaces are needed

Under the following conditions, Bluefield State University will extend Academic Forgiveness to a student. The policy provides that certain “D” & “F” letter grades will be disregarded in the calculations of the student’s GPA for graduation requirements.

- The student must meet with their advisor.
- The student must not have been enrolled as a full-time student in any college or university during the four consecutive years immediately preceding the readmission semester. If the student attended on a part-time basis during the four-year period, a 2.0 GPA is required for all course work attempted.
  - The student may only apply for Academic Forgiveness during their readmit semester.
- The student will be admitted on a probationary status. Academic Forgiveness will be applied after the student has earned at least 12 credit hours with grades of “C” or better in all course work & applies in writing, to the Registrar for Academic Forgiveness.
- Only “D” & “F” grades taken in courses at least four years prior to the request may be disregarded for GPA calculation. These grades will not be deleted from the student’s permanent record.
- All “D” & “F” grades to be disregarded must be identified by the student at the time of applying for Academic Forgiveness and the credit earned for those courses will also be disregarded.
- The Registrar will notify the student of the decision regarding the request for Academic Forgiveness.
- BSU maintains the right to accept or not accept actions of other institutions regarding Academic Forgiveness. Other institutions may or may not recognize Academic Forgiveness granted by BSU.

Please Note:

- Academic Forgiveness excludes student eligibility to graduate with honors.
- Academic Forgiveness does not apply to students who have received an associate or baccalaureate degree.
- Academic Forgiveness may be granted only once.

This form will be approved by the Registrar when the criteria for forgiveness has been completed; a copy of an updated transcript will be attached and sent to the student.

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_

Date: \_\_\_\_\_