

ACADEMIC FORGIVENESS PROCESS

A Meeting Verification Form must be signed by the Director of Financial Aid. To apply for Academic Forgiveness, you must get a copy of your transcript from the Registrar and write a one/two-page letter. Your letter should state for which semester(s) you are requesting academic forgiveness and how you have overcome whatever difficulties that led you to previous poor performance. You must meet with your advisor whose signature is required before submission of your letter. Submit your letter and transcript to a member of the Academic Forgiveness Committee (the Dean of Academic Affairs, the Dean of Student Affairs, and the Registrar), who will ultimately decide whether to grant your request.