

# Academic Forgiveness

**Please Note: You must have a current admissions application on file before submitting this request**

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

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

**To: Dr. of Enrollment Management**

I am requesting the academic forgiveness policy be applied to my transcript:

This policy allows a previous Cape Fear Community College student who returns after a period of at least 3 years of non-enrollment to have previously earned grades of "NC," "WF," and "F" removed from the GPA calculation process.

Requests for academic forgiveness must specify

- 1) the period of initial enrollment \_\_\_\_\_
- 2) the courses and grades considered for forgiveness \_\_\_\_\_  
\_\_\_\_\_
- 3) the period of non-enrollment \_\_\_\_\_

**If approved, your cumulative grade point average will be recalculated. While the forgiven grades will continue to appear on the official transcript, they will be marked as "forgiven."**

Note: Grades that are included in academic forgiveness are not exempt from academic progress relating to Financial Aid and VA educational benefits.

In instances where academic forgiveness is granted for courses completed at CFCC and then transferred to another college or university, the receiving institution is not required to disregard those course grades. Also, academic forgiveness policy may be applied to your transcript only **once** during your attendance at Cape Fear Community College.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

For Office Use only

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied      \_\_\_\_\_ Previous GPA      \_\_\_\_\_ Adjusted GPA

Comments \_\_\_\_\_

\_\_\_\_\_  
Dr. of Enrollment Management

\_\_\_\_\_  
Date