

Registration & Scheduling Services
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ACADEMIC FORGIVENESS POLICY

Occasionally, a student's academic performance early in his or her career or due to extenuating life circumstances may not be reflective of academic ability. The Academic Forgiveness Policy allows an undergraduate student the right to request to eliminate up to 15 credit hours that may be negatively impacting overall GPA.

If a request is approved by the Academic Review Committee, **the grades and credits for the forgiven courses/semester will remain on the transcript; however, the credits will not accumulate toward graduation nor impact the student's GPA.** Once academic forgiveness is granted, it is not reversible.

In order to be considered, the following criteria must be met:

- 1) The course(s) or semester of coursework to be forgiven must have been completed at least two (2) years prior to the request for forgiveness and any earned credits to be forgiven must not have been applied to a previously awarded degree.
- 2) The student has earned at least 30 credits with a minimum GPA of 2.0 at USM since completion of the coursework for which forgiveness is sought.
- 3) The student is a matriculated undergraduate degree candidate in good standing at the time of the request for forgiveness.
- 4) Forgiveness can only be provided for credits and grades earned at USM.
- 5) Academic forgiveness **can be granted only once** and for no more than 15 credit hours. No tuition or fee refunds shall be made.

Please submit the following to the Registrar to be considered for Academic Forgiveness:

A completed form that clearly outlines the course(s) or semester for which forgiveness is requested. *Prior to submitting this paperwork, it is expected that you will meet with your primary academic (faculty) advisor to discuss your request for Academic Forgiveness. After submitting the form, a meeting with the department chair and/or dean may be required, at their request.*

FORM:

Name: _____ Expected Date of Graduation _____
(PLEASE PRINT)

MaineStreet ID (7 digits): _____ Major _____

Email: _____@maine.edu

I AM REQUESTING THAT THE FOLLOWING COURSE(S) BE FORGIVEN (UP TO 15 CREDIT HOURS):

Course (e.g. MAT 120)

Term (e.g. Spring 2014)

I have met with my academic advisor and fully understand how Forgiveness of any of these courses will impact my degree progress. I am aware that the courses and record of my earned grades in them will remain on my transcript but that they will NO LONGER COUNT toward my credit hours earned, graduation requirements, nor negatively impact my GPA. I understand that forgiveness is not reversible.

SIGNATURE: _____ DATE: _____

SIGNATURE OF FACULTY ADVISOR: _____

PRINTED NAME OF FACULTY ADVISOR: _____

For Office Use Only: Meets Criteria ___ Does Not Meet Criteria___ Dean's Approval_____