

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>HUMAN RESOURCES ACADEMIC FORGIVENESS</b>	Procedure 5.2.6.1
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Academic Forgiveness is a process by which a current student at Haywood Community College (“College”) can officially request forgiveness of final grades on record for one or more courses during a semester from a previous enrollment. This typically occurs when a student was previously enrolled at the College, experienced several years of separation, and then returns to reenroll in a different program years later. Only punitive grades below a “C” (such as a D, F, and WF) may requested to be forgiven. A student who wishes to receive academic forgiveness must make the request in writing to the Registrar’s office, including the specific course(s) they wish to be forgiven and the specific semester in which they were taken. Note: academic forgiveness is different from grade replacement. Per Policy 5.2.8, if a student wishes to repeat a course, the higher graded attempt will replace the lower grade in the student’s grade point average (GPA). If one or more courses in question are not required for program completion, then academic forgiveness may be preferred since there is no need for the student to retake the course. In order to qualify for potential academic forgiveness the student must meet the following requirements:

1. Have been absent from the College for at least three calendar years. This three year period begins at the ending date of the last semester grades were recorded for the student.  
\*An exception to this requirement may be granted if the course(s) to be forgiven were taken while the student was participating in dual enrollment or early college classes, but has since completed high school (or its equivalent) and enrolled in a different program at the College. In such cases the three year absence rule may be waived at the discretion of the Dean of Student Services.
2. Be currently enrolled at the College and in good academic standing.
3. Have successfully completed 12 semester hours upon return.
4. Have a current GPA of 2.0 or higher before any grade forgiveness is calculated in.

After submitting the request to the Registrar’s office, the Registrar will make a recommendation to the Executive Vice President of Instruction and Student Services (“Executive Vice President”). The Executive Vice President will review the request and make a final determination for the Registrar.

Academic forgiveness requests can only be made once per individual. All decisions are final without the opportunity to appeal. Once a decision has been made by the Executive Vice President, if the request is granted, the Registrar will update the student’s GPA calculation and promptly notify the student. If denied, the student will be notified, and their GPA will remain the same.

If an academic forgiveness request is approved, the course(s) for which the student had a punitive grade of D, F, or WF within the desired semester indicated on the request will be forgiven. This means the grades will no longer be calculated into the student’s grade point average (GPA) at the College.

All forgiven grades will not be counted towards degree completion and will need to be retaken if required for graduation from the student's program.

Forgiven grades will remain on the student's academic transcript even though the grade is not being calculated into the GPA.

Grades that are included in the academic forgiveness request are not exempt from academic progress relating to State and/or Federal Financial Aid or VA benefits. The rules governing the continued eligibility for financial aid of any kind will still apply based on the old GPA.

Courses approved for academic forgiveness may not be recognized as "forgiven" by any other college or educational institutions and/or universities. It is the student's responsibility to check with other institutions before attempting to transfer to determine their local transfer policies.

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