

- a. Student letters should explain why they are applying for forgiveness and why they believe they should be approved. The letter should also describe the time period for which the student is requesting forgiveness.
 - b. The student's academic advisor or dean should write a letter to the Registrar in support of the student's request.
 - c. In reviewing the petition, the Registrar or his/her designee may request additional information as needed.
 - d. The Registrar or his/her designee will provide a written decision to the student and his/her academic advisor within fifteen (15) working days following receipt of the petition.
- 3) If academic forgiveness is granted, all course work taken, even hours completed satisfactorily, during the period for which academic forgiveness is granted will be disregarded in the cumulative grade point average.
 - 4) If academic forgiveness is granted, any course that is required for a degree and/or certificate must be satisfactorily retaken if it was taken during the period for which academic forgiveness was granted.
 - 5) If academic forgiveness is denied, the student may appeal the Registrar's decision in writing to the Vice President of Student Services within fifteen (15) working days following receipt of the denial letter. The Vice President of Student Services may request additional information. The VPSS will notify the student, the student's academic advisor, and the Registrar of his/her decision within fifteen (15) days of the receipt of the appeal.
 - 6) When academic forgiveness is granted, the term "ACADEMIC FORGIVENESS" will be reflected on the transcript for the affected period.