

SOUTHERN UNION STATE COMMUNITY COLLEGE

Records Office
P.O. Box 1000
Wadley, Alabama 26276

COURSE FORGIVENESS FORM

Grades or credit earned at other institutions or grades that have been assigned as a result of academic misconduct are excluded from this policy. This policy does not offer exemption from academic requirements for Southern Union degrees; adjustment only applies to grades in individual courses. All courses for which a grade is awarded at Southern Union will remain on the transcript. Courses for which a grade has been deleted from the cumulative GPA will have a notation placed on the transcript that the grade has been excluded from the earned hours and the cumulative GPA. **A notation of "Course Forgiveness Policy Invoked" will appear on the transcript.** When a course is repeated more than once, all grades for the course – excluding the first grade – will be employed in computation of the cumulative grade point average. Grade adjustment is not reversible. **Course Forgiveness will not be granted for terms prior to the initiation of this policy (Fall Term, 1998).**

Print Student Name: _____
Last
First
Middle

Student Number: _____

Course Work to be substituted:

Delete the following course(s) from the calculation of the GPA and Hours:

Course Name	Term Completed	Grade	Credit Hours	Course Name	Term Completed	Grade	Credit Hours

I understand the above Course Forgiveness Policy and agree to abide by all provisions. Note: Students who have applied for graduation at Southern Union who want to utilize academic forgiveness must (1) turn in completed grade adjustment request form to the Records Office on or before the last class day of the semester for which they have applied for graduation, and (2) notify their academic advisor to discuss this procedure regarding their graduation GPA. Otherwise, students must reapply for graduation for the next term.

IMPLEMENTATION OF THE COURSE FORGIVENESS POLICY AT SOUTHERN UNION DOES NOT GUARANTEE OTHER COLLEGES WILL RECOGNIZE SUCH ACTION. THIS DETERMINATION WILL BE MADE BY THE RESPECTIVE TRANSFER COLLEGE.

 Student's Signature Date

 Registrar's Signature Date