



Henry Ford Community College Application for Academic Forgiveness

The purpose of academic forgiveness is to allow a student who has not performed well academically in the past to have a maximum of twelve (12) credit hours of "E" grades removed from his or her grade point average.

In order to qualify for Academic Forgiveness you must meet the following conditions:

1. You must be currently enrolled at the time you apply for academic forgiveness.
2. Five or more years must elapse between the academic forgiveness and the last failing grade for which forgiveness is requested.
3. The student must have earned at Henry Ford Community College at least six (6) credit hours in courses numbered 100 or above and have a cumulative 2.00 GPA or higher since the failing grades were received.

Please be aware of the following:

1. Forgiven grades, to a maximum of twelve (12) credit hours will no longer be calculated in the student's overall GPA.
2. Forgiven grades will remain on the transcript and a special notation will be added explaining academic forgiveness.
3. Academic forgiveness is granted only once to any student.
4. Academic forgiveness, when granted, applies to Henry Ford Community College courses. There is no guarantee, expressed or implied, that academic forgiveness will be recognized by any other college or university.

PLEASE PRINT CLEARLY

Student ID:	Please allow 10 business days for processing.
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Last Name:	First Name:	Middle Initial:
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I am currently enrolled in classes at Henry Ford Community College.	YES	NO
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List below the course(s) you would like forgiven.

Course Number	Course Title	Semester and Year Taken
<i>BIO 131 (Example)</i>	<i>Biology</i>	<i>Fall 1995</i>

Signature:	Date:
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If you have questions regarding this information please contact the Admissions, Registration & Records office at (313) 845-6403.

FOR OFFICE USE ONLY

Approved	Denied	Reason:
Signature:		Date:
Response Mailed:		Initials: