

## **Academic Forgiveness Request**

Academic Forgiveness is designed recognize the new focus and purpose of the returning student and provide a way of reflecting a measurement of their current academic achievements without previously earned grades lowering the overall grade point average. The forgiven grades will not be used in the calculation of your cumulative grade point average, but they will remain a part of your academic transcript and will be included should those transcripts be forwarded to another institution. The following conditions apply to the application process and the forgiveness of previously earned grades.

1. Academic Forgiveness is only for students who attended Horry Georgetown Technical College previously, earned a cumulative GPA below 2.0 and wish to re-enroll at HGTC. Two years must have elapsed from the end of the last semester of attendance at HGTC and the time of re-enrollment. Students must have previously attempted 12 credit semester hours in two (2) sequential semesters or less at HGTC, exclusive of W's, and have a cumulative GPA below 2.0 for those courses taken previous to re-enrollment to qualify for Academic Forgiveness.
2. The student must be accepted into an associate degree, diploma, or certificate program.
3. The student must schedule a meeting with the Registrar on the Conway Campus to review the guidelines and procedures for the Academic Forgiveness application. The student must submit a written application and a detailed essay describing new commitment and recognition of reasons for previous poor academic performance. The application and essay will be reviewed for final approval by the Registrar and Department Chair in which the student is pursuing his/her associate degree, diploma, or certificate.
4. Grades earned from colleges other than HGTC are not eligible for Academic Forgiveness from HGTC.
5. Students who have earned an associate degree, diploma or certificate from HGTC are not eligible for Academic Forgiveness.
6. Academic Forgiveness may be granted only ONCE in a student's career at Horry Georgetown Technical College and cannot, at any time, be revoked. If granted, previous academic work at HGTC will be disregarded with respect to course prerequisite and graduation requirements.
7. Application for Academic Forgiveness may be made only after achieving 12 credit semester hours in courses at the 100 or higher level with a "C" or better in 2 sequential semesters. Application must be made within the first two terms of re-enrollment.
8. Academic Forgiveness, if granted, applies only to the coursework taken prior to the term of re-enrollment.
9. If Academic Forgiveness is granted, previous academic work approved for Academic Forgiveness at HGTC will be disregarded with respect to graduation requirements at HGTC. The prior academic record will remain part of the student's transcript, but is not carried forward as part of a new program to which the student is admitted. The transcript will indicate "Academic Forgiveness" and the date granted, and will reflect no credits attempted, no credits earned, and no grade points earned. Subsequent College study will be entered in accordance with the current catalog.
10. Application for Academic Forgiveness does not ensure it will be granted.

11. Future colleges and universities may or may not consider all grades earned, even those forgiven through HGTC's Academic Forgiveness program, when evaluating students for admission.
12. Granting Academic Forgiveness does not guarantee acceptance into all career specific programs, which have grade requirements and time limits.
13. All students are responsible for satisfying requirements for their academic programs and for maintaining the required GPA.
14. Granting Academic Forgiveness to a student's record may have an affect or alter access or qualifications for financial aid and scholarships depending upon specific governmental or agency laws or regulations, which prohibit such award. A student, who plans to receive any type of student aid, including veterans' benefits, should discuss the impact of Academic Forgiveness with his or her Financial Aid Counselor.
15. Upon review of the application and essay, a letter will be sent to the student approving or denying the requested Academic Forgiveness.
16. If the Registrar and Department Chair do not approve the requested Academic Forgiveness, the student may appeal within 10 days to the appropriate Assistant Vice President/Dean for Academic Affairs, whose decision is final.



**Academic Forgiveness Request**

Office of the Registrar

H#: \_\_\_\_\_ Student Name: \_\_\_\_\_  
Last First Middle

I certify that I have discussed the Academic Forgiveness policy with the Registrar, as well as my Financial Aid Counselor and understand all policies and procedures associated with the Academic Forgiveness Request.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADMINISTRATIVE USE ONLY**

Last Term of Attendance \_\_\_\_\_ Major \_\_\_\_\_

Total Attempted Hours \_\_\_\_\_ GPA \_\_\_\_\_

Two Sequential terms of attendance with a 2.00 GPA: Term 1 \_\_\_\_\_ Term 2 \_\_\_\_\_

Exclude Begin Term \_\_\_\_\_ Exclude End Term \_\_\_\_\_

New Academic Major \_\_\_\_\_ Term of Re-enrollment \_\_\_\_\_

Did the student earn a certificate, diploma or degree at HGTC previously? Yes \_\_\_\_\_ No \_\_\_\_\_

Financial Aid Counselor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Registrar \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Registrar's Office Use: \_\_\_\_\_ Date: \_\_\_\_\_