Request for Course Forgiveness

Name_____ J Number _____

Address _____

Phone/Cell No.: _____

Forgiveness Policy:

A course for which the student has previously registered may be repeated. When a course is repeated, the last grade awarded (excluding grades of "W" and "WP" replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected.

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. However, a course may be counted only once toward fulfillment of credit hours for graduation.

Implementation of course forgiveness at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

I am applying for forgiveness for the following course(s).

Course To Be Forgiven	Term Completed	Term Repeated

Please check your on-line transcript for changes in GPA and academic standing. Courses which have been forgiven will have an E in the far right column.

I hereby certify that I have read and understand the conditions of the course forgiveness policy.

_____ _____

Signature Date

Please mail your completed request to Enrollment Services, Jefferson State Community College, 2601 Carson Road, Birmingham, AL 35215-3098, fax to 205-856-7790, or bring your completed request to Enrollment Services in Allen Library, Room 101 on the Jefferson Campus or to Enrollment Services at any of our locations.