



## Academic Forgiveness Request Procedure/Form

A Helena College student, seeking his or her first undergraduate degree, *and* who returns to the College after a minimum three-year absence, *and* has not attended any other college or university is eligible for Academic Forgiveness.

Academic Forgiveness allows a student who has met the requirements in the previous statement to return to Helena College and continue the pursuit of a degree or certificate without penalty from previous poor academic performance.

Receiving Academic Forgiveness for previous semesters results in **all** credits and grades, up to two semesters, to be forgiven and excluded from the student’s GPA calculation; semesters do not need to be consecutive. A student will not be allowed to select specific grades and credits to be retained while excluding others earned. The excluded courses and grades will remain on the student’s official College transcript; however, they may not be used to fulfill graduation requirements.

Only Helena College University of Montana grades and credits will be excluded; any transfer courses previously applied to the student’s transcript will remain.

A student applying for Academic Forgiveness will be required to pass a minimum of 75% of registered courses after applying for forgiveness and be in good academic standing upon completion of the term before Academic Forgiveness will be granted.

### PROCEDURE

1. Provide a written statement outlining the nature of your request for Academic Forgiveness and the reasons you believe your appeal merits approval.
2. Submit a letter(s) of support from any person who is familiar with your situation. If the extenuating circumstance involves medical reasons, the letter(s) of support to must speak to the nature of the condition but does not need to reveal personal or confidential medical conditions.
3. Contact the Financial Aid Office prior to submitting this form to determine if your Academic Forgiveness Request affects your aid.
4. Submit this form, a copy of your unofficial transcript and all associated documentation to the Executive Director of Enrollment for review.

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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

Did you receive financial aid (loans or grants) or scholarships in the term in which you are requesting Academic Forgiveness?  YES  NO

Were you a veteran receiving veteran’s benefits in the term in which you are requesting Academic Forgiveness?  YES  NO

***For office use only***

**Executive Director of Enrollment REVIEW and SUBMISSION:**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
Executive Director of Enrollment Signature

\_\_\_\_\_  
Date

*This form and student documentation will be submitted to the Helena College Registrar's Office by the Executive Director of Enrollment.*

***For Registrar's use only***

*Date Processed:* \_\_\_\_\_

*Initials:* \_\_\_\_\_

*Notification sent to:*

*Student:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Advisor:* \_\_\_\_\_

*Date:* \_\_\_\_\_