

Martin Community College Academic Forgiveness and Grade Replacement Policy

Grade Forgiveness Policy



Martin Community College (MCC) offers students an opportunity for any grades from one semester to be eliminated from the GPA calculations.

To qualify for academic forgiveness, students must meet the following criteria:

- Be currently enrolled in curriculum courses
- Have successfully completed a minimum of 12 semester hours of credit coursework with grades of “C’s” or better subsequent to the semester for which they are requesting forgiveness.
- If a financial aid student and/or veteran, check with the Financial Aid Office and Veteran’s Affairs counselor to discuss possible impacts to funding.

In addition:

- Grades earned at other colleges cannot be forgiven.
- A student may receive grade forgiveness one time only during his/her academic career at MCC.
- Forgiven grades remain on the transcript but are not calculated in the GPA.
- Grades cannot be forgiven from a term which was part of a graduated program.

To request grade forgiveness, students must complete an Application for Grade Forgiveness, discuss with their advisor, have it signed by their Advisor, Division Chair, then submit it to the Registrar’s office. Students will be notified by email that the request has been processed.

Name _____ Student ID _____
 Advisor’s Signature _____ Date _____
 Division Chair Signature _____ Date _____
 Chief Academic Officer _____ Date _____

If you are a high school student, you must have the signature of your high school counselor as well

High School Counselor’s Signature _____ Date _____

Semester for which you are Requesting Forgiveness	Course Prefix and Number (MAT 171)	Grade Received

Below to be filled out by Registrar’s Office.

Date Received _____ Date Processed _____

Student is: Approved Not Approved (reason) _____

Date student notified of decision _____

Signature of Registrar Staff Who Processed the Request: _____