

| **Request for Grade Forgiveness** |
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| **4 Year Rule** |

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| **Student Name** |  | **Student ID #**  |  |
| **Phone #** |  | **Date** |  |

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| **Program:** |  | **Advisor:** |  |
| **Submitted By:** |  |

| **Course(s) Requested to be Forgiven:**  |
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For Dean Use Only

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| **TERM** | **COURSE** | **GRADE RECEIVED** | **Approved** | **Not Approved** |
| *Example:**Fall 1995* | *PSY 254* | *F* |       |  |
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**Please read the following statements before requesting grade forgiveness.**

Grades cannot be forgiven that have been used on an awarded degree, certificate or diploma; or courses that have been replaced.

Forgiven grades remain on the student transcripts; however, they are no longer counted in the calculation of the GPA.

Forgiven grades may still count as an attempt for the Health Competitive Process. Exceptions to this must be approved by the Health Program Department Chair/Dean.

Forgiven grades may still count as an attempt for financial aid, Veterans Benefits and other third-party payments. Please talk with representatives from these departments to see how a forgiven grade may affect your aid.

Notification of grade forgiveness will be sent to your FTCC student email account or USPS mail.

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| Dean of Students | Date |