



### Academic Forgiveness Request Form

STUDENT INFORMATION:					
LAST NAME:				FIRST NAME:	
STUDENT:	A			EMAIL:	
NEW FACULTY:				MAJOR:	

The purpose of Academic Forgiveness is to allow a student, who has not performed well academically in the past, to receive Academic Forgiveness and exclude previous grades from the CGPA calculations. In order to qualify for Academic Forgiveness, a student must meet the following conditions:

**CRITERIA QUESTIONS:**

1. Have you applied for Academic Forgiveness before? YES  NO
2. Have you been absent from an Academic Program for three (3) or more years? YES  NO 
  - If Yes, have you completed a minimum of 15 credit hours with a GPA of at least 2.0? YES  NO
3. Have you switched your degree at Saint Mary's University? YES  NO 
  - If Yes, have you completed a minimum of 15 credit hours with a GPA of at least 2.0? YES  NO

The forgiveness period only includes courses completed prior to the period of absence or degree switch.

COURSES YOU WOULD LIKE FORGIVEN:				APPROVED			
TERM:		SUBJECT:		COURSE NUMBER:		YES	NO
TERM:		SUBJECT:		COURSE NUMBER:		YES	NO
TERM:		SUBJECT:		COURSE NUMBER:		YES	NO
TERM:		SUBJECT:		COURSE NUMBER:		YES	NO
TERM:		SUBJECT:		COURSE NUMBER:		YES	NO
TERM:		SUBJECT:		COURSE NUMBER:		YES	NO
TERM:		SUBJECT:		COURSE NUMBER:		YES	NO
TERM:		SUBJECT:		COURSE NUMBER:		YES	NO
TERM:		SUBJECT:		COURSE NUMBER:		YES	NO
TERM:		SUBJECT:		COURSE NUMBER:		YES	NO
TERM:		SUBJECT:		COURSE NUMBER:		YES	NO

**POLICY GUIDELINES:**

- The transcript will have a notation of Academic Forgiveness for the courses in which the student receives forgiveness.
- No grades in a given semester will count toward CGPA calculations unless these are considered degree requirements.
- Students must complete at least 50% of the required credit hours for their academic program, after Academic Forgiveness was applied, before they are eligible to graduate from Saint Mary's.
- Punitive grades assigned during the forgiveness period, due to cases of academic discipline, will not be exempt from CGPA calculations.
- If CGPA calculations of external awards, scholarships, etc. have set criteria, this policy does not apply in those specific cases.
- Students can only apply for Academic Forgiveness once.
- Academic Forgiveness will be reversed if a student transfers back to their initial program wherein Academic Forgiveness was applied.

Please submit completed form to [records@smu.ca](mailto:records@smu.ca).

I have read and understand the above.

<b>STUDENT SIGNATURE:</b>		<b>DATE:</b>	
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**OFFICE OF THE REGISTRAR (OFFICE USE ONLY):**

<b>RECEIVED BY:</b>		<b>DATE:</b>	
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<b>ASSOCIATE DEAN/ FACULTY REPRESENTATIVE NAME:</b>			
<b>ASSOCIATE DEAN/ FACULTY REPRESENTATIVE SIGNATURE:</b>		<b>DATE:</b>	

<b>PROCESSED BY ASSISTANT REGISTRAR- RECORDS:</b>		<b>DATE:</b>	
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