



Request for Course Forgiveness

Email request to records@jeffersonstate.edu or fax to 205-856-8091

Student #

Today's Date

FOR OFFICE USE ONLY			
Received:		Processed:	
		Initial:	

If you do not know your student number please go to <http://www.jeffstateonline.com/username>

Print Full Name:

Last

First

Middle

Have you graduated ? _____ Yes , _____ No

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.

Course to be Forgiven	Term Completed	Term Repeated

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

Signature _____

Date _____

**NOTE: STUDENT SHOULD CHECK FINANCIAL AID REGULATIONS REGARDING REPETITION OF COURSES
ALL INFORMATION ON FORM MUST BE COMPLETE TO BE PROCESSED**

Jefferson State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs and services in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990.