Request for Academic Amnesty

TO THE STUDENT: Only academic amnesty requests that meet the eligibility as stipulated in the Academic and Student Policy Manual will be considered. It is advised before submitting this request that you have discussed this option with your College Advisor.

CCC Student ID: _____

First Name: _____Last Name: _____

CCC Student Email: _____

Mobile Phone: _____

City College of Chicago course history:

☐ I request that all college credit coursework [including development education coursework] with a final grade of "F" be removed from my grade point average [GPA] calculation prior to _____ [semester].

Student Signature:

I understand and agree to the policy for academic amnesty stipulated in the Academic and Student Policy Manual; this request is a one-time privilege, final and irrevocable. I understand this does not remove the final grade of "F" from my transcript and has no effect on SAP Pace or Timeframe measures. Once the action requested above has been processed, I cannot later request a change or request academic amnesty for additional academic records at any of the City Colleges of Chicago.

_____   _____

Student's Signature   **Date**

**Student will receive an email from the Office of Registrar Services with the decision within 3 weeks of submission. If approved, the GPA calculation will be adjusted at time of notification. If denied, the decision is final and cannot be appealed.

FOR OFFICE OF REGISTRAR SERVICES USE ONLY

APPROVED: ☐ DENIED: ☐

RATIONALE FOR APPROVAL OR DENIAL: _____

_____

_____

_____   _____   _____

Signature of Registrar   Campus   Date

_____   _____

Campus of origin   Date Notified

Last updated: 12.20.17