

FREDERICK COMMUNITY COLLEGE
ACADEMIC CLEMENCY REQUEST FORM

Student's Name _____ Student ID _____
Former Name (if applicable) _____
Address _____
Day Telephone _____ Evening Telephone _____
Program _____
FCC Email _____

Course(s) for which academic clemency requested: Not to exceed 24 credits

Course Number	Credits	Grade	Semester/Year Taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If this request is approved, I understand that the credit type FX or DX will appear on my transcript next to the original grade. If approved, the course will not be calculated in the overall grade point average, and will not be included in the graduation audit for GPA purposes. I understand that clemency has no effect on financial aid eligibility calculations. Financial aid is based on all original credits attempted and original GPA received, regardless of approved clemency. Developmental classes are not eligible for Clemency.

_____ STUDENT'S SIGNATURE	_____ DATE
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To be completed by the academic advisor (attach a copy of the most recent degree audit to this request)

Is the student currently registered? ☐ Yes ☐ No / Expected graduation date: _____
SEMESTER/YEAR

Does the student meet all the conditions of Clemency? Yes No

_____ ACADEMIC ADVISOR'S SIGNATURE	_____ DATE
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Registrar's Decision: ☐ Approve ☐ Deny

Registrar's Explanation/Notes: _____

_____ REGISTRAR'S SIGNATURE	_____ APPROVED DATE
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Procedures to Request Academic Clemency

1. Student schedules an appointment with an advisor.
2. Advisor reviews the student's academic record to be sure of the following:
 - a. Student has been gone from institution for two or more years
 - b. Has attained a 2.00 GPA in all courses attempted by the end of the semester in which the student has attempted a minimum of 12 credits, 6 of which are General Education
 - c. Courses in the student's major are not eligible
 - d. Only grades of D or F may be considered
 - e. Developmental courses are not eligible for clemency
3. Student takes the academic clemency form to the Welcome Center.
4. The Registrar will review and determine if Clemency will be approved.
5. Registrar reviews the academic clemency form and approves or rejects the request for academic clemency.
6. The Registrar's Office
 - If academic clemency is approved makes the necessary adjustments to the student's record, images a copy of the academic clemency form to the student's record, and notifies the student.
 - If academic clemency is rejected, notifies the student of the decision in writing.