



Information Sheet, Academic Forgiveness, Option 2 (Change of Curriculum)

Committee on Academic Standing

The College's Academic Forgiveness policy is designed to help students recover from past academic problems. There are two options for academic forgiveness. The first option applies to students who have not attended Bergen for at least six consecutive fall and spring semesters, and the second option is for current students who change their curriculum. You may apply only once for each forgiveness option.

Academic Forgiveness, Option 2, is for students who wish to change their program of study and who wish to have grades from their former program of study forgiven. If your application is approved, grades of E, F, and R *that were required by your former academic program but that are not required by your new program* will be removed from your BCC GPA. You may also request that D grades be removed, but you will lose the credits for these courses. All courses which have been forgiven will remain on your transcript and will be designated by the suffix "@".

Further, you should note that the Academic Forgiveness policy does not supersede financial aid policies for Satisfactory Academic Progress or other GPA requirements set by federal or state laws or regulations or transfer institutions. Such policies and laws may use a different GPA calculation which is unaffected by this policy. You should discuss directly with a Financial Aid counsellor any concerns you may have about how your GPA affects your financial aid.

You *must* see a counselor to review your application before it can be submitted.



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Application for Option 2 Academic Forgiveness (Change of Curriculum) Committee on Academic Standing

This option applies to students who wish to change their program of study and who wish to have grades from their previous program forgiven. Once you have completed this application, you must schedule an appointment with a counselor to review and submit it.

If your application is approved, grades of E, F, and R that were required by your former academic program but that are not required by your new program will be removed from your BCC GPA. You may also request that D grades be removed, but you will lose the credits for these courses.

For assistance and to submit your completed appeal form, please contact:

Paramus (Pitkin Ed. Ctr.) – Center for Student Success
Office location – A 118
Phone number – 201-447-7211

Lyndhurst- Counseling Office
Office location – Rm. 120
Phone number – 201-301-8953

[Link]

Name: _____ ID #: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Email Address: _____

Curriculum Option (Certificate/Program): _____

This is the first/only time I have applied for Option 2 Academic Forgiveness (Change of Curriculum): Yes ____ No ____

I have attached a transcript of my previous program and my new program, and have marked which courses in my previous program I wish to have forgiven. (If you are unsure, please discuss with a counselor.) Yes ____ No ____

I have read and understood the Academic Forgiveness policy, Option 2, and under these terms I request forgiveness for the courses indicated.

Student Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

<input type="checkbox"/> Unofficial transcript attached <input type="checkbox"/> Old Curriculum: _____ <input type="checkbox"/> (Attach Evaluation with the correct catalog year) <input type="checkbox"/> New Curriculum: _____ <input type="checkbox"/> (Attach Evaluation with the correct catalog year) <input type="checkbox"/> Credits attempted in new curriculum _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
<hr/> Verified by Academic Counselor _____ Date _____	<hr/> Processed by _____ Date _____

[Last revised/reviewed date]