Petition for Academic Clemency and Course Exclusion

IVY TECH COMMUNITY COLLEGE

Last Name	First Name	Student ID #

Has there been a previous academic clemency petition?   Yes   No   For how many hours? _____

A student who has returned to the college after an absence of at **least one year** may petition to the Vice Chancellor of Academic Affairs to exclude quarter and/or semester hours of course work statistics from the cumulative GPA calculation. Courses excluded from the cumulative GPA calculation are no longer counted as earned credits and cannot be used to satisfy program requirements. They will remain in the student's term GPA, and will continue to appear on the permanent record. Please see the following criteria below to verify the courses you are requesting for exclusion are eligible.

a) Courses that applied to a degree, certificate, or other certification requirements already earned cannot be excluded.
b) Courses that are required to be repeated for completion of program objectives are not eligible for exclusion.
c) Courses with a grade of "C" or higher are not eligible for exclusion.
d) Skills Advancement courses are not eligible for exclusion.
e) Students are eligible to exclude up to 20 quarter hours or 15 semester hours.
f) Courses that have been approved for exclusion are not eligible to be restored.

I wish to petition the Vice Chancellor of Academic Affairs for the exclusion of the following course work from my cumulative GPA. I understand this has **no** effect on calculating a student's Rate of Completion, Maximum Timeframe, or Grade Point Average (GPA) calculations as it pertains to Satisfactory Academic Progress and is a **one-time only option**.

_____   _____
          Student Signature   Date

Course Code	Course Title	Credit Hours	Term Taken	Grade	For Hub Processing
					Eligible Not Eligible
					Eligible Not Eligible
					Eligible Not Eligible
					Eligible Not Eligible
					Eligible Not Eligible

_____   _____
          Advising/Program Signature   Date

_____   _____
          VCAA or Academic Designee Signature   Date

Student Records Processing: Input By: _____   Date: _____   Hrs Processed _____

Notes: