

GRADE FORGIVENESS

Date of Request

Dr. Abdul Turay
Provost/Vice President for Academic Affairs
500 West County Line Road
Tougaloo, MS 39174

- I. Introduction
 - a. Name
 - b. Classification
 - c. Nature of your request
 - i. Why are you asking for grade forgiveness?
 - ii. For which semester are you requesting grade forgiveness?

- II. Explain how your circumstance(s) qualify(ies) you for grade forgiveness.
 - a. Do you currently have 30 consecutive hours that you earned at Tougaloo College?
 - b. Do you have a minimum cumulative GPA of 2.0?
 - c. What was your cumulative GPA the semester before and after the semester for which you are requesting forgiveness?

- III. What extenuating circumstances occurred that caused your poor academic performance during the semester for which you are requesting forgiveness?
 - a. Provide documentation of personal illness; treatment for substance abuse; personal injury resulting from accidents; death of an immediate family member; and caretaker responsibilities for an incapacitated family member or the extenuating circumstance(s) that occurred.

- IV. Conclusion
 - a. Please describe the current status of the extenuating circumstance(s) that you feel caused your poor academic performance.
 - b. What action have you taken to address any unforeseen challenges or circumstances which might occur that could have a negative impact upon your academic performance?

Name of Student Requesting Grade Forgiveness
Address
City, State, Zip Code
Contact Number