GRADE FORGIVENESS TEMPLATE

Date of Request

Dr. Betty Parker Smith
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