

ACADEMIC AMNESTY REQUEST



A low cumulative grade point average earned at the beginning of an academic career can adversely affect a student's academic record for the student's entire stay at CMN. The Academic Amnesty Policy is designed to provide students a second chance at higher learning. This policy allows forgiveness, or the exclusion from grade point calculation of a maximum of twenty-one (21) credits.

Name:

Student ID

List All Requested Courses and Year/Semester Taken:

| Semester | Year | Course | Grade | Credits |
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| Semester | Year | Course | Grade | Credits |
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Credit Total Requested for Amnesty (21 maximum):

Academic amnesty may not be requested for the current semester or for the regular semester (Spring or Fall) immediately preceding the current semester, or for any coursework still in progress.

The following documents must be attached:

- Unofficial CMN transcript
- Student written request
- Copy of Individual Academic Plan
- Professional recommendation
e.g., employer, faculty, Student Achievement Specialist

We have reviewed the Academic Amnesty Policy in its entirety and understand it fully. Upon signatures, the student applies for Academic Amnesty for coursework listed above.

Student

Date

Student Achievement Specialist

Date

DETERMINATION OF REQUEST:

- Approved
- Not Approved
- Approved on condition/partially approved

If the conditional/partial approval box is checked, then written justification will be listed below or attached:

Date received by Registrar's Office: _____

Semester _____

Completed _____

Chief Academic Officer

Date

Academic Amnesty Procedure

1. The student will complete the Academic Amnesty Request with the assistance of a Student Achievement Specialist (SAS).
2. The SAS will verify the form is completed, signed, and dated.
3. The SAS will verify the appropriate documents are attached to the request.
4. The SAS will submit the request with the student's academic file to the Chief Academic Officer (CAO).
5. The CAO will make a determination, indicate the determination by checking the appropriate box, justify conditional or partial approval if necessary, and sign and date the form.
6. The CAO will forward the completed form to the Registrar for processing.
7. The Registrar will update the student's grade(s) in Empower and note amnesty action on the student's transcript.
8. The completed form will be processed as follows:
 - a) A copy of the form will be placed in the student's academic file.
 - b) If approved, amnesty will be documented in Empower.
 - c) The Registrar will scan the completed form and email to the student and the SAS. This will serve as official notification to the student and the SAS.