# Request for Undergraduate Academic Forgiveness

WESTERN MICHIGAN UNIVERSITY

Undergraduate students seeking academic forgiveness must meet the following criteria:

- ❖ Have not earned a bachelor's degree
- ❖ Have not attended Western Michigan University for at least four years
- ❖ Have applied for re-admission to the University

Re-entry term: ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II Year: _____

***Please print clearly***

Western Identification Number | Birth Date (mm/dd/yyyy) | Phone Number (include area code)

Last Name | First Name | Middle Name

Address | City | State | Postal Code

**Terms of academic forgiveness:**

- ❖ Work still applicable to your program will be counted toward graduation requirements
- ❖ A minimum of twelve credit hours of work must be earned before a degree can be awarded
- ❖ All grades will remain on your official transcript, but will not be calculated in your grade point average
- ❖ A notation will appear on your transcript stating that you have been granted academic forgiveness
- ❖ Once applied, academic forgiveness can not be reversed.

***Please note: Academic forgiveness can only be applied to your record once a College Advisor of the program in which you are re-entering signs this form. (See http://www.wmich.edu/registrar/advising.html for contact information).***

**College Advising Office Use Only**

Advisor Comments/Recommendations:

Advisor Signature: _____ Date: _____

**Important ~ please read and sign.**
I am requesting that academic forgiveness be applied to my Western Michigan University transcript. I acknowledge that I meet the criteria for academic forgiveness and accept the terms listed above.

Student Signature: _____ Date: _____

Please return completed form to: Registrar's Office; 1903 W. Michigan Avenue; Kalamazoo, MI 49008-5256
*Please remember to secure the advisor's signature. Incomplete forms will result in a delay.*

**Office of the Registrar Use Only**

- ☐ Approved
- ☐ Approved Pending Readmission
- ☐ Denied

Processed by: _____

Date: _____

**Print**