

Academic Forgiveness is intended to assist a student who has had poor academic performance due to a documented extenuating circumstance during their time at Kansas State University.

Extenuating circumstances are defined as circumstances which are unexpected, significantly disruptive and beyond a student's control, and which may have affected their academic performance.

To be eligible to apply for Academic Forgiveness the student must met the following conditions:

- Experienced one or more extenuating circumstances, which caused a drastic change in academic performance in one or two semesters
- Undergraduate student seeking first bachelor's degree
- After the semester(s) affected by the extenuating circumstance, earned a K-State Cumulative GPA of 2.20 or higher at the end of the semester in which the twelfth credit was earned
- Provided the Academic Standards Committee or Dean's Office with the required documentation confirming the extenuating circumstances. Such as, but not limited to:
 - Serious personal injury, medical condition or health conditions
 - Serious injury or illness to child, partner or close relative
 - Major unforeseen/unexpected economic difficulties
 - Worsening of an ongoing medical condition
 - Unforeseen/unexpected changes in learning disability
 - Death of close relative or close friend
 - Victim of serious crime (e.g. rape, assault, mugging)
 - Major change in military duty of self or spouse
 - Major fire or flood in residence
 - Mental health issue
 - Family breakdown
 - Natural disaster
 - Jury Service
 - Theft of technology/work required for academics

| | |
|----------------------------|--|
| Student Information | |
| Last Name, First Name, MI | WID (found in the upper left corner of your ID card) |
| K-State Email: | Phone: |
| Date: | College/Major: |

Indicate which semester/term(s) you would like to request academic forgiveness:

Grades from **up to two (2) consecutive terms** may be excluded from the regular cumulative GPA calculation. Summer may be excluded as a consecutive term.

Term #1: Fall Spring Summer _____ year

Consecutive Term #2: Fall Spring Summer _____ year

I have read the [Academic Forgiveness Policy](#) and understand the process cannot be reversed.

Student Signature: _____ **Date:** _____

I understand that falsified information can result in financial obligation, and dismissal from, the University and that making a false writing is a felony under Kansas Law (K.S.A. 21-5824). I also understand that information from my university educational records will be considered as part of this verification." with student date and signature. Removing the requirement of signature in presence of notary and signature of notary.

Please send completed form to the College Academic Standards Committee or your College Dean's Office of the Primary Major you are affiliated with in the semester of your application/request.

- College of Agriculture: email to agrecords@ksu.edu or call 785.532.6147
- College of Architecture, Planning, and Design: e-mail to capdss@ksu.edu or call 785.532.5047
- College of Arts and Sciences: email to artsci@ksu.edu or call 785.532.6904
- College of Business Administration: e-mail to businessadvising@ksu.edu or call 785.532.6180
- College of Education: e-mail to csps@ksu.edu or call 785.532.5525
- Carl R. Ice College of Engineering: e-mail to enggss@ksu.edu or call 785.532.5592
- College of Health and Human Sciences: e-mail to hhs@ksu.edu or call 785.532.5500
- K-State Aerospace & Technology Campus (Salina Campus): e-mail to SalinaAdvising@ksu.edu or call 785.826.2640

For assistance refer to the *Fresh Start & Forgiveness Resources website* at https://www.k-state.edu/registrar/students/academicpolicy/freshstart_forgiveness/resources/index.html

Academic Standards Committee or Dean's Office Review:

This request has been reviewed by the Academic Standards Committee or Dean's Office and has granted approval as indicated by the signature below.

Explanation/Additional Comments: Attach appropriate documentation and additional pages as necessary.

School Official Name/Title: _____
(printed)

School Official Signature: _____ **Date:** _____