

# Academic Grade Amnesty Appeal



THE  
COLLEGE  
OF THE  
FLORIDA KEYS

**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

Age of Coursework: Students with The College of the Florida Keys (CFK) enrollment or transfer credit that is ten (10) years of age or older may seek Academic Grade Amnesty (AGA) from the effects of those credits on their cumulative grade point average (GPA).

Result of Amnesty Approval: AGA may be granted only once in a student's academic career at the College. If granted, AGA applies to all credits and grades ten years of age or older from the request submission date. Forgiveness includes transfer work that is ten or more years of age. Students may not select specific terms, specific courses, or specific grades. The student granted AGA will not be permitted to count any of those credits toward graduation, program completion, or pre-requisite requirements. All other restrictions relating to repeating courses and maximum attempts will remain in force despite granting AGA. Additionally, compliance with other applicable College policies is required.

Important Note Regarding Previously Earned Degrees and Certificates: If students have already earned a degree or a certificate at the College, AGA will not be permitted if it results in the forgiveness of courses used for the degree or certificate.

Official Transcript and Transfer Information from CFK: All courses and grades earned for which AGA has been granted will remain on the official CFK transcript. However, these grades will not be used in calculating the GPA, and a notation of the AGA will be posted to the student's record. Courses and grades will remain a part of the student's academic record. Therefore, colleges and universities to which the student transfers may not "forgive" the grades. Other institutions may continue to consider the older credits and grades when evaluating the student's CFK transcript. Students seeking AGA are encouraged to discuss the matter with representatives of the institution to which they plan to transfer.

Financial Aid: AGA does not affect the federal and state student financial aid standards of academic progress. Financial aid recipients placed on academic probation, academic suspension, academic suspension waiver, or who have exceeded the maximum number of attempted credits should contact the Financial Aid Office for financial aid appeal procedures.

Review by Advisor: Students requesting AGA are encouraged to meet with an advisor prior to submitting this form.

**Procedure:** To be considered for AGA, the student must:

- Submit a completed Academic Grade Amnesty Appeal form to the Student Services Appeal Committee (SSAC). The SSAC evaluates all AGA petitions and makes a decision based on the evaluation of the student's potential for success.
- Complete a minimum of 12 earned credits at CFK while maintaining a GPA of 2.0 or higher. College preparatory courses are not included in these 12 earned credits.
- Attach all college transcripts for credits ten (10) years of age or older for this request to be considered by the SSAC.

**I understand that:**

- I am requesting AGA for all coursework that is ten (10) years of age or older to include CFK courses and any transfer courses that appear on my educational record at CFK.
- I have read the information regarding this process and understand the conditions established for the forgiveness of courses and grades.
- Appeals received without proper documentation will be returned and **not** reviewed until proper documentation is provided to the SSAC, and this could jeopardize the timeliness of the SSAC's decision.
- It is my responsibility to monitor my CFK email account for any correspondence from the committee regarding this appeal.
- The SSAC has the right to seek relevant input regarding this appeal from other college departments, including instructors, and use this information in their decision-making.
- **I accept the decision of the Student Services Appeals Committee as final and not subject to further appeal within the college.**

By signing below, I certify that I have read and understand all of the information on this form. I further certify that all statements and documentation I provided in support of this appeal are truthful and representative of the facts.

Student's Signature:

Date:

**Submit your request for consideration to:**

CFK Student Services Appeals Committee

Student.Appeals@cfk.edu

The College of the Florida Keys

5901 College Road, Key West, FL 33040

Phone: (305) 809-3215