

Lake Sumter

COMMUNITY COLLEGE

Student Request for Academic Grade Amnesty for Selected Program Admission

**BEFORE COMPLETING THIS FORM, PLEASE CAREFULLY READ
THE INSTRUCTIONS LISTED ON THE REVERSE SIDE.**

Name: _____ SS#: _____

Local Address: _____ Phone : _____

City/State/Zip: _____

Please attach a letter explaining the reason this request should be considered. Your signature on this form certifies that you have read the instructions on the back of this form and that you understand the possible ramifications if your request is approved.

- I am requesting that **all course work/grade(s)** that are 10 or more years old be excluded from the calculation of grade point average (GPA) for admission to selective admission program only. I understand that this will not change my overall academic standing nor will the courses/grades be removed from my academic transcript.

Year/Term

Year/Term

Year/Term

Year/Term

Degree Program : _____

Anticipated graduation date (year/term): _____ Catalog year: _____

Student Signature

Date of Request

Student Request for Academic Second Chance

PLEASE CAREFULLY READ THESE INSTRUCTIONS BEFORE COMPLETING THIS FORM.

1. Students petitioning the College consider the importance of this request and take great care in organizing the content of the letter of explanation that is to be attached to this form. The letter of explanation should be typed or legibly printed in blue or black ink.
2. Requests should be submitted to the Office of the Registrar on the Leesburg Campus.
3. All decisions are sent to the student in writing.
4. An appeal of an action may be made under certain conditions. Additional considerations must be addressed to warrant re-submission.
5. Requests will be processed as quickly as possible.

The Academic Second Chance policy allows a student who is transferring to or seeking readmission to Lake-Sumter Community College a one-time, non-reversible opportunity to have course work that is ten (10) calendar years or older excluded when computing the grade point average (GPA) for admission to selective admission program only. To be eligible for an Academic Second Chance, the student must complete all admissions requirements and be admitted to a degree or certificate program.

The student must submit a written request to the Office of the Registrar.

The grade(s) and course(s) will remain on the transcript and in the GPA calculation for graduation.

Listed below are the corrected hours and GPA for application to selected program.

(Do not write below this line. For College use only)

_____	_____	_____	_____	_____
(Date)	(Term)	Hrs Earned	Lake-Sumter GPA	Reviewed by

LSCC's Comments: _____

Approved

Signature College Administrator

Date

Comments: _____

Denied

Signature College Administrator

Date

Comments: _____
