



CAMPUS	ADDRESS		TELEPHONE
HIALEAH	1776 W. 49 th Street	Hialeah, FL	33012-2918 (305)237-1111
HOMESTEAD	500 College Terrace	Homestead, FL	33030-6009 (305)237-5555
INTERAMERICAN	627 S.W. 27 th Avenue	Miami, FL	33135-2966 (305)237-6045
KENDALL	11011 S.W. 104 St.	Miami, FL	33176-3393 (305)237-2222
MEDICAL CENTER	950 N.W. 20 th St.	Miami, FL	33127-4693 (305)237-4444
NORTH	11380 N.W. 27 th Av.	Miami, FL	33167-3495 (305)237-1111
WEST	3800 N.W. 115 th AV.	Miami, FL	33178-4856 (305)237-8918
WOLFSON	300 N.E. 2 nd St.	Miami, FL	33131-2297 (305)237-3333

REQUEST FOR ACADEMIC AMNESTY

TO THE STUDENT: Read the steps to file the request below and the guidelines on the reverse side before completing this form to determine your eligibility. A separate form must be submitted for each transaction or school listed below. Should you have any questions, contact your Academic Advisor.

Name (Print) _____

Student ID Number: _____ E-Mail: _____

Local Address: _____ Day Phone: _____

City: _____ State: _____ Zip Code: _____ Evening Phone: _____

ACTION REQUESTED:

- Miami Dade College course history:
 - I request that all courses completed prior to _____ (year/term) be excluded from credit totals and cumulative grade point average.
- Transfer credit history (a separate form must be submitted for each institution):
 - 1. Transfer credit previously posted to MDC transcript:
I request that all courses completed prior to _____ (year/term) from the following institution be excluded from credit totals and cumulative grade point average.
_____ (Name of Institution)
 - 2. Transfer credit not posted to MDC transcript:
I requested that all course work completed prior to _____ (year/term) from the following institutions not be posted to my MDC transcript.
_____ (Name of institution)
 - 3. Foreign credit:
I request that all course work from the following foreign institution that has been included and posted to MDC transcript _____ (Name of Institution) be reevaluated as follows:
 - _____ All courses completed prior to _____ (year/term) that are ten years or Older be excluded from credit totals and cumulative grade point average.
 - _____ All courses that were posted prior to winter term 97-2 that are less than ten years old. Credits that do not apply to my degree major be excluded from credit total and Cumulative grade point average.

SIGNATURE SECTION: It has been explained to me and I understand that this is one-time privilege and once the action requested above has been approved, I cannot later ask to have this credit reinstated. This change is final and irrevocable.

I understand that my CLAST exemption(s) will be removed if courses used to grant exemption(S) are included in this academic amnesty request.

Student's signature

Advisor's Signature

Date

Campus

User ID

APPROVED YES _____ NO _____

CLAST IMPACTED: YES _____ NO _____

Student Dean or Designee

Date

Campus

Received by _____ Date _____

OK to Process _____ Date _____

Transcript Updated by _____ Date _____

Checked by _____ Date _____

Copy Mailed to Student _____ Date _____

GUIDELINES FOR ACADEMIC AMNESTY

Academic amnesty is a process whereby a student may request that credits ten years of age or older be removed from credit totals and cumulative grade point average calculations.

- This is one-time privilege based upon credits that are ten years of age or older at the time of request.
- Subsequent requests for courses that later become ten years older will not be accepted.
- Students may not request specific courses be removed; it must be the entire record prior to a given date that is ten years or older.
- Acceptance of this request is final and irrevocable. Course credit removed from credit totals may not be reinstated.
- Credits used to satisfy graduation requirements for a previously awarded degree may not be removed. Therefore, those terms may not be included in the amnesty request.
- CLAST exemption(s) will be removed if courses used to grant the exemption are included in this Academic Amnesty Request.
- A revised transcript will be sent to student indicating changes made through academic amnesty.

Transfer credit from U.S. institutions that have already been posted to the MDC transcript may be removed from credit totals in the same manner as described above.

If transfer credit from U.S. institutions ten years of age or older have not been evaluated and posted to the MDC transcript, the student has the option whether or not to evaluate each transcript on a school by school basis. Requests concerning partial credit will not be considered.

IT IS IMPORTANT TO REMEMBER THAT ACCEPTANCE OF THIS REQUEST IS FINAL AND IRREVOCABLE. CREDIT REMOVED FROM CREDIT TOTALS MAY NOT BE REINSTATED.

The guidelines for Academic Amnesty as outlined above have been explained to me and I understand I cannot later ask to have this credit reinstated.

Student's Signature

Date

Advisor's Signature

Date