

REQUEST FOR ACADEMIC AMNESTY

TO THE STUDENT: Read MDC's academic amnesty procedure on the reverse side (below) before completing this form. Only requests that meet the eligibility for this procedure will be considered. Should you have any questions, contact your Academic and Career Advisor.

Complete all required information on this form.

First Name: _____ Street Address: _____
 Last Name: _____
 MDC ID: _____ City: _____ State: _____
 Cell Phone: _____ Home Phone: _____ Zip: _____
 MDC E-mail: _____ Other E-mail: _____

ACTION REQUESTED:

Miami Dade College course history:

I request that all MDC course grades **prior to** _____ (year/term) be excluded from cumulative grade point average calculations at MDC. (These courses must have been completed ten or more years ago.)

Transfer Institution course history (a separate form must be submitted for each different transfer institution).

I request that all transfer course grades posted to MDC academic transcript completed at _____ (name of institution) **prior to** _____ (year/term) be excluded from cumulative grade point average calculations at MDC. (These courses must have been completed ten or more years ago.)

SIGNATURE SECTION:

I understand and agree to the guidelines for academic amnesty printed on the other side (below) of this page; this request is a one-time privilege, final and irrevocable. Once the action requested above has been processed, I cannot later request a change or request additional academic records included in academic amnesty at MDC.

Student's Signature

Date

Advisor's Printed Name

Advisor's Signature

Date

Campus

BELOW SECTION IS FOR OFFICE USE ONLY

**CAMPUS ADVISEMENT AND
CAREER SERVICES SECTION**

**CAMPUS ADMISSIONS AND
REGISTRATION SECTION**

APPROVED: YES _____ NO _____

RECEIVED BY: _____ DATE: _____

REMARKS: _____ PROCESSED BY: _____ DATE: _____

TRANSCRIPT
CHECKED BY: _____ DATE: _____

CAMPUS DIRECTOR OF
ADVISEMENT & CAREER SERVICES _____ SIGNATURE

CAMPUS

DATE

PROCEDURE FOR ACADEMIC AMNESTY AT MIAMI DADE COLLEGE (MDC)

Academic amnesty is a process by which MDC students may request that their entire academic record prior to a specified term that is at least ten years old, be excluded from cumulative grade point average calculations at MDC. These guidelines are reflected in MDC's Technical Manual of Procedure [1100: 402700](#).

- This is a one-time, final and irrevocable privilege. Academic amnesty includes the entire academic record prior to a specified term that is at least ten years old at the time of the request. For example, student may request in term 2207 (fall 2020) academic amnesty for the entire academic record up to – but not including – term 2107 (fall 2010). In order to include term 2107 in this example, the academic amnesty must be requested in term 2213 (spring 2021). Each student may request academic amnesty only once; therefore, it is in students' best interest to consider carefully (with an Academic and Career Advisor's assistance) the term and entire prior record for which academic amnesty is sought.
- Subsequent requests for courses that later become ten years old will not be considered.
- Students may not request that specific courses be excluded or included in the academic amnesty request. The entire academic record prior to the term identified in this request will be excluded from cumulative grade point average calculations at MDC. Courses that have been processed for academic amnesty will be indicated with an "A" notation under "Type" on the student's academic transcript.
- Since academic amnesty does not remove courses from the student's academic record (it only excludes them from cumulative grade point average calculations at MDC), state/federal regulations concerning course attempts will still apply. Therefore, if a student has three or more attempts at the same course, state regulations mandate that the student be assessed full cost of instruction and not be permitted to withdraw after the 100% refund deadline for the course.
- **Academic amnesty does not apply to federal, state and MDC financial aid regulations. The academic record impacted by academic amnesty is not excluded from federal, state and MDC financial aid policies. Students should consult an MDC Financial Aid Advisor prior to requesting academic amnesty.**
- Academic amnesty requests that include courses that were used as part of the requirements for a previously-awarded program of student will not be processed.
- Transfer courses on MDC academic record that are at least ten years old may be excluded from cumulative grade point average calculations in the same manner as described above; a separate Request for Academic Amnesty Form must be completed for each institution for which academic amnesty is sought. This procedure does not permit students to choose which academic transcripts become part of the academic record. Final, official academic transcript from all educational institutions attended must be sent to MDC.
- The decision to approve/deny academic amnesty is made by Advisement and Career Services Directors. Students may appeal this decision through the Dean of Students or his/her designee.
- Academic amnesty requests approved and processed for MDC students are honored by MDC. Academic amnesty may not be honored by institutions to which the student subsequently transfers, and MDC may not honor academic amnesty from other institutions.

By signing below, I (the student) acknowledge that I have read and understood the above-specified procedure and agree to the conditions and stipulations of MDC's academic amnesty procedure outlined above.

Student's Signature

Date