How to Request Academic Forgiveness

Academic Forgiveness allows a student to exclude the grades of an entire semester when calculating the cumulative GPA. Students requesting Academic Forgiveness may only use this one time, for the most recent semester, and are encouraged to follow the following guidelines. This request must be submitted before the start of your next semester.

More information about the Policy can be found in the University of Maine Undergraduate Catalog.

Part I: Outline your letter for forgiveness

Please send along the following information in an email from your @maine.edu account, with the subject “Academic Forgiveness Request - ID #”

Tips & Guidelines for writing an effective forgiveness letter:

- **Provide pertinent information**, including your name, ID #, academic program, and the semester you wish to have academic forgiveness applied - this is always the semester right before the one you just completed.
  - If you have been given permission to combine two part-time semesters for your request for academic forgiveness, please indicate that in your letter.

- **Provide contact information** which should include a phone number and an email address that you check regularly. Be sure to have your voicemail set-up and empty in order to receive messages.

Please note that the letter grades will still appear but the term GPA will not be included in your cumulative GPA.

Part II: Submit your request

Email your letter to Michelle Gayne at michelle.gayne@maine.edu. For more information or if you have any questions, call Michelle at 581-1987.