



# NATIONAL PARK COLLEGE

## REQUEST FOR ACADEMIC CLEMENCY

### INSTRUCTIONS

1. Complete Academic Clemency Request form
2. Write a short description of reason for your request
3. Attach an unofficial transcript
4. Deliver these three items to the Registrar's Office (2nd floor, Fisher Campus Center, room 229)
5. If approved, pay \$25 at the Business Office (3rd floor Fisher Campus Center) and return receipt to the Registrar.

The Registrar will annotate the student's transcript to show when academic clemency has been approved. This information cannot be removed and will become part of the student's permanent record.

This section to be completed by the student.

STUDENT NAME: _____	SS#: _____ - _____ - _____
EMAIL: _____	PHONE: _____
STUDENT ID: _____	FALL      SPRING      SUMMER      20____ semester
By signing this form, I request academic clemency for the semester listed above. I hereby agree to the conditions listed in the current college catalog for requesting academic clemency. I understand my responsibilities and the consequences of my request. I also agree to the payment of the \$25 processing fee as required by National Park College Board policy.	
_____	_____
Student Signature	Date

For Official Use Only

APPROVED	NOT APPROVED
_____	_____
Vice President for Academic Affairs	Date

Affix College Seal here