

# GRADE FORGIVENESS PROCEDURE

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To encourage students who were not successful when they first enrolled in college and who later return and perform successfully, Community Colleges of Spokane (CCS) developed a Grade Forgiveness Procedure. CCS offers a one-time opportunity for students to petition for Grade Forgiveness for a particular quarter or quarters if they meet all of the following conditions:

- Maintain a quarterly 2.0 or better GPA in each quarter of enrollment after returning.
- Enroll and earn a minimum of 24 graded credits after the term(s) requested for grade forgiveness.

Only whole quarters are forgiven. It is not an option to forgive individual courses within a quarter. All classes to which this procedure has been applied are designated on the student's transcript by an asterisk symbol (\*) in the grade qualifier field and are further defined on the back of the official CCS transcript.

The forgiven grades remain on the student's transcript but will not be calculated in the CCS cumulative grade point average (GPA). Courses with forgiven grades cannot be used towards any degree or certificate requirement or as a course pre-requisite at CCS.

Grade forgiveness may not be exercised to remove a grade awarded in a case of academic misconduct. Forgiven grades may not be reinstated later. Grade forgiveness does not supersede departmental requirements. Classes for which grades are forgiven are counted in the maximum number of times a student may enroll in a class.

If a student transfers to another college, the receiving institution will receive a CCS transcript containing all courses taken. The receiving institution may or may not honor the forgiveness of grades. Each institution interprets transcripts, accepts credits and calculates the GPA according to its own policies.

Students receiving financial aid for any quarter will still be subject to regulations that require all attempted credits be counted toward completion of an initial degree. Students are advised to contact the Financial Aid Office for information on how this policy may affect their aid.

Students receiving Veterans Administration educational benefits are advised that the forgiveness of any grade must be reported to the VA and may result in the retroactive reduction of benefits for the quarter for which the forgiven grade was originally assigned. Students are advised to contact their college Veterans Affairs Office for further information on how this policy may affect their benefits.

# Grade Forgiveness Petition Form

Name: \_\_\_\_\_ EMPLID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

A student must meet the following criteria to petition and qualify for grade forgiveness:

- Enroll and earn a minimum of 24 graded credits, after the period of absence.
- Earn a minimum 2.0 GPA for each quarter since returning.

The grade forgiveness option may not be exercised to remove a grade awarded in a case of academic misconduct or a grade used towards a previously awarded degree or certificate.

Request forgiveness of a specific quarter:

Fall  Winter  Spring  Summer Year: \_\_\_\_\_

Or, all quarters preceding this date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

[insert acknowledgement statement here]

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

After completing, sign and date this Petition and submit it to: SCC, Vice President of Student Services (Bldg. 1, Room 228 or [vpss@scc.spokane.edu](mailto:vpss@scc.spokane.edu)); SFCC, Vice President of Student Affairs (Bldg. 30, Room 223).

Students will receive written notification of the outcome of their petition, i.e., approved or denied.

## FOR OFFICE USE ONLY

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date

Approved  Denied

Comments  
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