



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 to implement the Grade Forgiveness Procedure for a particular quarter or quarters if they meet all of the following conditions:

- Return after an absence of at least 3 years.
- Subsequently maintain a quarterly 2.0 or better GPA in each quarter of enrollment.
- Earn at least 24 decimal grade credits since returning.
- Do not withdraw from more than 5 credits in any quarter since returning.

If the petition is accepted and approved only complete quarters are forgiven. It is not an option to forgive individual courses within a quarter. All classes within a quarter to which the Grade Forgiveness Procedure has been applied are designated on the student's transcript by an asterisk symbol (\*) in the grade qualifier field. The asterisk in the grade qualifier field is 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) and are not included in any of the cumulative totals on the student's CCS grading output. 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.

### **Considerations**

Financial aid students will still be subject to federal 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 financial aid.

G. I. Bill students and others 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 CCS's 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:

- Currently enrolled at Spokane Community College or Spokane Falls Community College.
- Have a minimum absence of a three-year period prior to re-enrolling.
- Enroll and earn a minimum of 24 decimal grade credits, after the three-year period of absence.
- Earn a minimum 2.0 GPA for each quarter since returning.
- Do not withdraw from more than five (5) credits per 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.

The Grade Forgiveness Procedure applies to complete quarters, not individual classes. Quarter options are limited to one individual quarter or all quarters preceding a specified date.

Request forgiveness of a specific quarter:

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

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

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

\_\_\_\_\_  
Date

After completing, sign and date this Grade Forgiveness Petition, and submit it to the Vice President of Student Services Office (SCC: Bldg. 6, Room 218; SFCC: Bldg. 30, Room 224). Students will receive written notification describing the outcome of their petition, i.e., approved or denied.

<b>FOR OFFICE USE ONLY</b>	
Signature of Reviewer	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Comments _____ _____ _____	