



## 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, Grays Harbor College (GHC) developed a Grade Forgiveness Procedure. GHC 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 1 year;
- Subsequently maintain a quarterly college level GPA of 2.0 or better in each quarter of enrollment;
- Earn at least 30 college level credits since returning, which will remain on transcript after grade forgiveness;
- 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 GHC transcript.

The forgiven grades remain on the student's transcript but will not be calculated in the GHC cumulative grade point average (GPA) and are not included in any of the cumulative totals on the student's GHC grading output. Forgiven grades cannot be used towards any degree or certificate requirement or as a course pre-requisite at GHC.

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 GHC 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 GHC Veterans Affairs Office for further information on how this policy may affect their benefits.

Although Grays Harbor College makes provisions for Grade Forgiveness, students should not assume that other colleges to which they transfer will compute the GPA in the same manner. Only the Grays Harbor College record can be forgiven; the College cannot forgive records from other colleges.

## Grade Forgiveness Petition Form

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

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

- Currently enrolled at Grays Harbor College.
- Have a minimum absence of a one year period prior to re-enrolling.
- Enroll and earn a minimum of 30 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 Enrollment Services Office (Welcome Center). Students will receive written notification describing the outcome of their petition, i.e., approved or denied.

### FOR OFFICE USE ONLY

Signature of Reviewer

Date

Approved  Denied

Comments
