

# East Central College Academic Grade Forgiveness Petition

Student must attach a copy of a current transcript with the grades and/or semester highlighted. Completed form must be signed and submitted to the Registrar or Office of Instruction. All conditions of the Academic Grade Forgiveness Policy apply once approved. Academic forgiveness is not revocable.

Student Name \_\_\_\_\_ ID \_\_\_\_\_  
Last First M.I.

Other possible names on transcript: \_\_\_\_\_

Current Address: \_\_\_\_\_

Are you currently a student at East Central College?     Yes     No

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Semester/Year Requested: \_\_\_\_\_

List all courses:


**Grade Forgiveness Policy, Criteria and Guidelines**

Students attending East Central College may elect, under certain circumstances, to petition for forgiveness of grades of (D) or (F) earned in coursework taken in a single semester. Grades will remain on the transcript but will be forgiven for purposes of grade point average computation and will be denoted accordingly. This policy applies only to coursework taken at East Central College. Transfer institutions may or may not, at their discretion, honor the grade forgiveness from East Central College. Students should consult with the transfer school regarding its policies.

- A. Policy limits grade forgiveness to a single semester of coursework.
- B. Application of the Grade Forgiveness Policy is limited to students who have not attended East Central College for a minimum of two consecutive semesters (excluding summer) OR who have changed major. Students who wish to maintain continuous enrollment may seek relief under the Grade Replacement Policy.
- C. Forgiveness may be invoked only once.
- D. Upon receipt of a degree from East Central College, a student is no longer eligible for application of Grade Forgiveness.
- E. Use of the Grade Forgiveness Policy does not preclude a student from use of the college's Grade Replacement Policy for coursework taken during other semesters.
- F. Policy applies only to coursework taken at East Central College.
- G. Forgiven coursework and grades will remain on the student's official transcript (with proper annotation) but will not count toward any program/graduation requirement or be computed in any grade point average.

**Describe how your situation aligns with the Academic Grade Forgiveness Criteria:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approvals:**

Vice President, Student Development: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President, Instruction: \_\_\_\_\_ Date: \_\_\_\_\_

In acknowledgement of transcript action:

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_