



Enrollment Services

600 Centralia College Blvd, Centralia WA 98531
360.736.9391, ext. 221 • <http://www.centralia.edu>

GRADE FORGIVENESS REQUEST

Please complete and return this form and any other required documents to the above address. This form must be completely filled out.

Date: _____

Name: _____

Address: _____

Phone: _____ Student ID #: _____

To petition to have grades below average achievement (grade of below 2.0) excluded from credit and GPA, you must meet the following guidelines:

- A. Only grades below a 2.0 may be forgiven.
- B. The grades must be at least two years old.
- C. You must demonstrate improvement by earning a cumulative GPA of 2.5 or higher in all courses taken (including pre-college courses) after the most recent course for which you are requesting forgiveness. You also must have completed a minimum of 24 credits either from Centralia College and/or at another accredited college/university to demonstrate improvement since last date. If you would like courses taken at another college/university to be considered, you must submit an official transcript from that institution. You will receive credit for repeated courses only once.

A. I request the following grades and courses be forgiven on my transcript. I understand that these courses and grades will remain on my transcript but they will not be calculated in my cumulative GPA.

| Quarter Earned | Course | Grade |
|----------------|--------|-------|
| 1. _____ | | |
| 2. _____ | | |
| 3. _____ | | |
| 4. _____ | | |
| 5. _____ | | |

B. Reasons for request: _____

Note:

You need to be aware that if you are planning to transfer to another college or university, The college may choose not to recognize the forgiveness. This means that they could recalculate your GPA, counting all your grades for admission and transfer purposes.

Student Signature

Date

FOR OFFICE USE ONLY

Criteria:

- _____ Two years passed
- _____ Cum G.P.A. 2.50 or greater after period requested for forgiveness
- _____ 24 credits earned

Action:

- _____ Approved
- _____ Denied
- _____ Approved with conditions (specify)

Date

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(Revised 8/13/13)