



Grade Forgiveness Petition Form

Please read the information below carefully. To apply and qualify for grade forgiveness, a student must meet the following criteria:

- Be currently enrolled in the Pierce College district.
- Have a minimum ‘stop-out’ period of 12 consecutive quarters prior to their re-enrollment, i.e., a student could not have been enrolled in credit courses in the Pierce College District for a minimum of 12 consecutive quarters (stop-out period) prior to re-enrollment.
- After the stop-out period, enrolled students must have completed two or more quarters and have earned a minimum of 24 credits from the Pierce College District.
- Earn a minimum GPA of 2.0 for each quarter upon return.
- Courses being petitioned CANNOT have been used towards a previously earned degree or certificate.

Students have an option to have the designated quarter only OR the designated quarter and all previous quarters forgiven if so requested at the time of the original petition. If the petition is approved, grades and credits for the designated quarter (s) shall be forgiven. A student may petition for “grade forgiveness” one time only. Students are advised to contact the Financial Aid Office for information on how this policy may affect their financial aid.

The original grade(s) will remain on the transcript. The forgiven grades will not be calculated into Pierce College’s grade point average. A notation will appear on the transcript indicating the forgiven quarter(s). Students are advised that our grade forgiveness policy may or may not be honored by other educational institutions, since each institution interprets transcripts according to its own policies.

Name: _____ **SID # :** _____

Select one:

Option 1: Only the designated quarter _____ should be forgiven.
(write quarter above)

Option 2: The designated quarter _____ and all previous quarters should be forgiven.
(write quarter above)

Student Signature

Date

Submit the Grade Forgiveness Petition to the Registration Office at either college or site.

All petitions will be processed through the Registrar’s Office. Students will receive written notification describing the outcome of their petition, i.e., approved or denied.

For Office Use Only _____ *Approved* _____ *Denied* **Comments:**

Pierce College Official Signature _____ **Date** _____