



## Grade Forgiveness Request (formerly Statute of Limitations)

The Grade Forgiveness Policy provides an option for qualified students to set aside or exclude quarters previously completed from the GPA, when the coursework does not reflect your true academic ability. This option **cannot** be used once degree or certificate credentials are posted to your transcript.

The steps to request this change to a transcript are:

1. Schedule a meeting with your academic advisor so you can complete this form together;
2. Make sure you and your advisor have signed the form;
3. Submit the form to the Registration window.

Upon receipt, Registration will exclude from your Highline GPA the credits and grade points for the quarters forgiven.

### Important Notes:

- The course number, course title, and original grade will remain on your transcript.
- Excluded classes/credits cannot be considered prerequisites nor will they apply toward degrees.
- Excluded classes/credits will not be reinstated.
- Other colleges or universities may not honor excluded courses. Check with any institutions to which you intend to transfer to learn how this may affect your admission.
- One exclusion per student will be permitted while attending Highline Community College.
- Excluded classes paid for by financial aid will not increase the number of credits allowed on aid.

I, \_\_\_\_\_; ctcLink ID# \_\_\_\_\_,  
Print Full Name

request Highline apply the Grade Forgiveness policy based on the criteria selected below (choose one)

<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2
1. I have not been enrolled for at least 1 year	1. I have less than a year's break in enrollment
2. I have completed 15 credits with a 2.5 Cumulative GPA or better, since returning to Highline.	2. I have completed 30 credits with a 2.5 Cumulative GPA or better, after the most recent quarter to be excluded

I am requesting to exclude quarters under this policy through:

\_\_\_\_\_ Ending quarter (Sum, Fall, Wtr, Spr) \_\_\_\_\_ Year

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

\_\_\_\_\_  
Advisor: Print Full Name Date

### REGISTRATION USE ONLY

This request was processed by \_\_\_\_\_ on \_\_\_\_\_  
Initials Date

## Grade Forgiveness Policy

This policy provides an option for qualified students to set aside or exclude quarters previously attempted or completed from the GPA, when the coursework does not reflect true academic ability.

If you meet the conditions outlined below and get the written approval of your adviser, you may petition the Registrar to exclude from grades that negatively affect the cumulative credits and cumulative GPA. All courses and credits prior to the selected quarter will be excluded.

Option 1	Option 2
1. Student has not been enrolled for at least one year	1. Student has less than a year's break in enrollment
2. Student must have completed 15 credits with a 2.5 Cumulative GPA or better (since returning to Highline)	2. Student must have completed 30 credits with a 2.5 Cumulative GPA or better (after the most recent quarter to be excluded)

## Further Conditions

The Grade Forgiveness option **cannot** be used once degree or certificate credentials are posted to your transcript.

You cannot select individual courses or quarters for forgiveness. For example, if you wish to exclude courses in which failing or poor grades were received during the fourth quarter at Highline, all work taken during the first four quarters would be excluded.

Credits and grade points for excluded courses will be changed to zero (0) and will not be included in the Highline credit total and GPA. The course number, course title, and original grade will remain on the transcript.

Once forgiven, courses and credits may not be reinstated, may not be used as prerequisites, and may not apply toward degree requirements. Students will be allowed to have Grade Forgiveness applied once.

Financial Aid does not honor Grade Forgiveness.

Although Highline College makes provisions for Grade Forgiveness, do not assume that other colleges to which you transfer will compute the GPA in the same manner. Only the Highline GPA can be adjusted; the College cannot adjust records from other colleges.