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## **POLICIES & PROCEDURES FOR EMPLOYEES**

Southwestern Community College - Policies and Procedures Manual

Statement Title: **Academic Forgiveness** **5.15.1**  
Responsible Division: Instructional  
Date Approved: January 2003

Any student who meets the following criteria may submit, in writing to the Office of the Vice President for Instruction and Student Services, a request for academic forgiveness.

- The student must have experienced a lapse in enrollment at SCC for a minimum of 24 months or two academic years.
- Upon returning, a minimum of twelve semester hours of curriculum courses must be completed with a GPA of 3.00 or greater.
- The request for forgiveness should must be submitted during the subsequent semester (excluding summer) after the 12 semester hours have been completed.

If the request is approved, all grades within the requested review period/consecutive terms will be forgiven and cannot be used for GPA (Grade Point Average) computation for credits earned toward graduation requirements. Any forgiven work, if needed for completion of a certificate, degree, or diploma, must be retaken. All grades will remain on the student's transcript; however, they will not be factored in the computation of the total GPA.

Student may submit only one academic grade forgiveness request.

[Chapter 5 Table of Contents](#)

[Back to Index](#)

[Back to Policies and Procedures home page](#)

BACK TO SCC HOME