

SOUTHWESTERN COMMUNITY COLLEGE	INSTRUCTIONAL ACADEMIC FORGIVENESS	Policy 5.02.07
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Any student who meets the following criteria may submit, in writing to the Office of the Executive Vice President for Instruction and Student Services, a request for academic forgiveness.

- The student must have experienced a lapse in enrollment at the College 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 student is encouraged to submit the request during the subsequent semester after the 12 semester hours have been completed.

If the request is approved, all grades of D and F within the requested review period/consecutive terms will be forgiven and will not be used for GPA 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.

If the student has questions about how a Request for Academic Forgiveness may impact financial aid, the student should contact the Financial Aid Office. If approved, a notation indicating academic forgiveness will appear on the official transcript. Students are limited to one academic grade forgiveness request.

Adopted: April 2014

Revised: January 27, 2015