



GRADE FORGIVENESS APPEAL FORM

Form distributed to student by: _____ (name of faculty or staff member and department).
Student has read and understands the Grade Forgiveness Policy: _____ (initials of faculty or staff member)

Purpose

To compensate for the effects of circumstances in a student's past that may have negatively affected his or her GPA, LWTech offers a grade forgiveness policy. This procedure can be accomplished through a written appeal filed with the registrar.

The following criteria must be met to be eligible for such an appeal:

1. Grades must be three or more years old.
2. Only quarters including credits graded below a 2.0 may be forgiven.
3. Grade forgiveness can include one or several quarters from a census point back, as requested by the student.
4. The student must demonstrate a 2.0 GPA in all decimal graded courses taken after the last date of the period for which a student is requesting forgiveness.

What will happen?

All courses in a given quarter are removed from the GPA but remain on the student's transcript. This appeal can be requested by turning in a written appeal form (see below) to the registrar's office. A determination will be made whether grade forgiveness is appropriate on a case by case basis. Students are encouraged to meet with the Registrar to discuss the benefits and consequences of Grade Forgiveness.

Note: *Grade forgiveness can only be granted once. Grades previously forgiven will not be reinstated. Also if a student is transferring to another college, that college may not recognize the grade forgiveness previously granted at Lake Washington Institute of Technology.*

I request "Grade Forgiveness" at Lake Washington Institute of Technology as described in the Grade Forgiveness policy above.

Period of time to be affected by this request:

Effective date: _____ through _____
(quarter, year) (quarter, year)

Name: _____ Student ID #: _____
(last, first -- please print clearly)

Address: _____ Telephone #: _____
(street address & apt. no.) (area code + number)

(city, state, zip) Email: _____

Student Signature: _____ Date: _____

Office use only

Approved / Denied | Registrar signature: _____ Date: _____

Comments:

Transcript Notation 4015 6013 6054 checked Student notified Logged _____ initials