



# APPLICATION FOR GRADE FORGIVENESS

\_\_\_\_\_  
Student Name (Last, First)

\_\_\_\_\_  
Student ctcLink ID #

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

- I request to have the following quarters expunged from my transcript (e.g. *Fall 2015, Winter 2016*):  
  
\_\_\_\_\_

- I understand that Lower Columbia College's Grade Forgiveness Policy states that:

**Eligibility:** A student who returns to Lower Columbia College after an absence of three years or more is eligible for grade forgiveness after completing a minimum of 24 credits at LCC with a cumulative grade point average of 2.5 or higher on all courses taken since returning.

**Limitations on grade forgiveness:**

- Applies only to LCC courses taken prior to returning to LCC.
  - May be used only one time by an individual student, but multiple quarters may be selected.
  - The student chooses entire quarters for grade forgiveness, not individual courses.
- **Please note:** If you are using financial aid, grade forgiveness could negatively impact your future aid eligibility. Contact the Financial Aid Office ([financialaidoffice@lowercolumbia.edu](mailto:financialaidoffice@lowercolumbia.edu)) for more information.
  - **Procedure:** Original courses and grades remain listed on the transcript with a "Grade Forgiveness" notation added to each forgiven quarter. Forgiven grades will not be included in Grade Point Average (GPA) calculations. You will be notified via email when the request has been completed.

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

\_\_\_\_\_  
Date

Lower Columbia College Registration Office  
1600 Maple Street | Longview WA 98632  
p: 360-442-2370 | f: 360-442-2379  
[registration@lowercolumbia.edu](mailto:registration@lowercolumbia.edu)