

III-1.023 Forgiveness Policy for Previously Earned Credits

Enrolled students will be provided with the opportunity to request that credits earned five (5) years or more before the current date not be considered in determining the courses completed toward a degree, diploma, certificate, or any other college requirement, and thus also not be considered in determining grade point average.

Procedure:

1. Students currently enrolled at least half-time, whether continuously enrolled or student(s) who have not attended the institution on a continuing basis, and whether continuing in a single curriculum or enrolling in a new curriculum, may petition, in writing, to the Vice President, Curriculum and Instructional Technology (or his/her designee) that credits earned at GTCC which are at least five (5) years old not be considered in meeting college requirements or grade point average.
2. The petition (letter) should be addressed to the Vice President for Curriculum and Instructional Technology and will be processed by the Assistant Dean, Enrollment Management, and must indicate the student's name, social security number, periods of attendance, courses to be deleted, and a statement of reason for the request.
3. If the request is approved, a new transcript will be prepared and maintained. The new transcript will show all courses affected by the forgiveness of credit and quality points using an appropriate identifier, i.e., a prefix before the grade (NZ, where Z is the grade). Only credit hours and quality points will be purged from the student's transcript; course numbers, course titles and grades, appropriately prefixed, will remain on the record, i.e., the grade point average of the student will not be affected by those courses with forgiven credit hours and quality points.
4. If the request is denied, the student may reapply for consideration no sooner than six months from the date of the denial, provided the student has been at least a half-time student during the six months prior to re-admission.
5. If a student has received or has applied for federal student aid, the petition must also be approved by the Director of Financial Aid; if a student has received or has applied for veteran's benefits, the petition must also be approved by the Veterans/Military Benefits Coordinator.

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