



Enrollment Services
 2011 Mottman Road SW
 Olympia, WA 98512-6292
 enroll@spscc.edu

Petition for Grade Renewal

- Grade renewal is the process of excluding courses from the computation of the cumulative GPA. Courses subject to grade renewal remain part of the student's academic history and, as such, they are not removed from the student's transcript. Grade renewal cannot be done for "V" or "W" grades because those grades are already excluded from the calculation of the GPA.
- If you receive financial aid, you may jeopardize your future eligibility to receive funding when requesting grade renewal. For more information, please contact the Financial Aid office.
- Grade renewal requests will be processed within five (5) business days. You can check the status of your request by viewing your unofficial transcript on the SPSCC webpage. From the Current Students tab, look for the Student Records section, and select Grades/Unofficial Transcripts.

| Last Name | First Name | M.I. | Student ID Number |
|----------------------------------|---|------|-------------------|
| | | | |
| SPSCC Email Address ¹ | ¹ Current students should monitor their SPSCC email address for any inquiries regarding the grade renewal petition. If you are not a current student, please indicate your personal email address instead. | | |
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Select One of the Options Below and Check the Appropriate Box

| <input type="checkbox"/> | Option 1 - Grade Renewal for Repeated Courses (Specify Courses Below) |
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| This option will exclude credits and grades from the computation of GPA for courses that you have repeated at SPSCC. Although the lower grades will not be included in the calculation of the GPA, all grades will continue to appear on your transcript, and an "R" will appear next to the lower grades that will be excluded from the calculation of the GPA. | |
| Specify Repeated Courses | |
| Course Number or Name | Quarter During Which Lower Grade Was Received |
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| <input type="checkbox"/> | Option 2 - Grade Renewal for Unrepeated Courses - Grade Forgiveness (Specify Quarter Below) |
| This option will exclude credits and grades from the computation of GPA for courses that the student has not repeated. Although the courses will not be included in the calculation of the GPA, all courses will continue to appear on the transcript, and an "*" (asterisk) will appear next to the courses that are no longer included in the GPA calculation. All grades (including passing grades) earned prior to the quarter for which grade forgiveness is requested will also be excluded from the GPA calculation, and all credits earned for those courses will also be lost. If these courses resulted in the awarding of a degree or certificate, the request will be denied. | |
| <u>In order to qualify for this option:</u> | |
| a) A period of two years has elapsed since the grades were earned, or you have changed your program of study. | |
| b) Since earning those grades, your quarterly GPA is 2.5 or greater in any two (2) consecutive quarters completed at SPSCC. | |
| c) You have not withdrawn from more than five (5) credits per quarter since the quarter for which you are requesting this option. | |

| Specify Quarter for Grade Forgiveness |
|---------------------------------------|
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| Signature | Date |
|-----------|------|
| | |

| The Section Below Is For Office Use Only | | |
|--|---------------|----------------|
| Notes | Date Received | Date Processed |
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This form may be submitted at the One-Stop at the Main Campus (Building 22) or at the Lacey Campus (Building 1), or it may be scanned and emailed to enroll@spscc.edu, but it will ONLY be accepted if it is sent from the student's SPSCC email address. Submissions from personal/business email addresses will not be accepted.

For disability accommodations, contact Access Services in Building 22, email dss@spscc.edu, or call (360) 596-5455.