



## Leech Lake Tribal College Grade Forgiveness Request

Date: \_\_\_\_\_ ID#: \_\_\_\_\_

Student: \_\_\_\_\_  
Last First MI

Year and Term which you are requesting grade forgiveness: \_\_\_\_\_

Courses for which you are requesting grade forgiveness:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total credits for which you are requesting grade forgiveness (maximum of 12): \_\_\_\_\_

**Registrar's Office:**

Approved: **Yes No** \_\_\_\_\_

*Registrar Signature/Date*

If No, explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date entered into Jenzabar: \_\_\_\_\_

### Grade Forgiveness Policy

The Grade Forgiveness Policy is for students who have experienced previous academic difficulty at Leech Lake Tribal College and now wish to build an academic record that is not weakened by past failures. This policy is not intended to enable you to stay in school if you have chronically poor academic performance or to raise false expectations if you are not making progress toward your degree.

### **Grade Forgiveness Criteria**

1. If you have successfully completed 12 semester credit hours, with a minimum GPA of 2.0 in the most recent semester, you may petition the PASS Committee for grade forgiveness.
2. You may use this option for 'F' grades earned at LLTC that are five or more years old.
3. You may request forgiveness for up to 12 semester credits or 18 quarter credits maximum, and they must be in the same semester or consecutive semesters.
4. This is not applicable if you have already earned a degree at LLTC.

### **Grade Forgiveness Rules**

1. If your petition is granted, the grades will not be deleted from your transcript. However, the 'F' grades will be replaced with a grade of 'NP' which will remove the negative impact to your term and cumulative GPA.
2. These 'forgiven' credits will still count toward your attempted credit count at the institution.
3. Grade forgiveness will be granted one time only. Once forgiveness is granted, it is permanent. Repeating the course will not affect or change the forgiven grade.
4. The granting of Grade Forgiveness does not replace institutional financial aid policies governing Satisfactory Academic Progress or remove any financial aid obligation incurred for excluded coursework.
5. Students who re-enter the college under academic forgiveness must follow and adhere to the terms of the Catalog, including all academic requirements and policies, of the year of re-entry.
6. If a student is granted grade forgiveness, the student is still responsible for the tuition and fees for those courses.

### **Grade Forgiveness Procedure**

1. The Registrar will review the request and make the determination if eligibility requirements have been met.
2. The determination of the Registrar will be provided to the PASS Committee for review.
3. The student will be notified by email to their LLTC account whether or not the request for grade forgiveness has been granted.