

**GRADE EXCLUSION POLICY**


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This petition is for students who are returning to Everett Community College (EvCC) after being absent for **at least one calendar year**, and requesting all their grades that were taken prior to their absence be excluded from GPA calculation. To qualify for this petition, students must meet **all** the criteria below:

- Stopped attending EvCC for **at least one calendar year**.
- Returned to EvCC after one year of absence and earned at least 30 EvCC credits.
- Have a minimum 2.5 cumulative GPA since returning.

The petition is limited to courses that were taken prior to the minimum one year of absence. **If approved, all courses and grades up to the point of the absence will be excluded.** The courses and grades will still show on the transcript, but will not be used in the calculation of GPA. Excluded courses may not be used to meet graduation requirements. Students should be aware that other institutions may not honor such grade exclusions in the GPA calculations. This process cannot be used to circumvent either EvCC's course repeat course policy or standards of academic progress.

This request must be **fully** completed and submitted via email to [registration@everettcc.edu](mailto:registration@everettcc.edu), or in person to the Enrollment Services office, or via fax at 425-388-9173, or online at [www.everettcc.edu/StudentForms](http://www.everettcc.edu/StudentForms). **Incomplete forms will not be accepted.** Enrollment Services will review the petition and notify the student of the decision via email.

**Please complete the fields below fully before submitting.**

**STUDENT INFORMATION**


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First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_ ctcLink ID Number \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Previous Name(s) (If applicable) \_\_\_\_\_

**QUARTER INFORMATION**


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Absence begin date: \_\_\_\_\_ Absence end date (date of return to EvCC) \_\_\_\_\_

**GRADE EXCLUSION CRITERIA**


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	Yes	No
Absent one calendar year		
Completed 30 EvCC credits since returning		
Cumulative GPA is at least 2.5 since returning		
All grades to be excluded, awarded prior to year of absence		

**By signing this request, I acknowledge that I have fully read and understood the grade exclusion policy.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR ENROLLMENT SERVICES USE**
 Approved       Denied      Date \_\_\_\_\_

Comments: \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

Processed by \_\_\_\_\_ Date \_\_\_\_\_