

**Title: Waiver of Prior Failing Grades**

<input type="checkbox"/> Initial Action:	7/26/90
<input type="checkbox"/> Board Resolution:	90-064, 97-060
<input type="checkbox"/> Last Revised	12/4/13
○ Policy:	
○ Procedure:	11/2/22
<input type="checkbox"/> Last Reviewed:	11/2/22
<input type="checkbox"/> Effective:	6/26/97
<input type="checkbox"/> Next Review:	11/2025
<input type="checkbox"/> Responsibility:	Academic Programs

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**POLICY:**

Under certain circumstances, failing grades earned by a student when previously enrolled at Cecil College may be reviewed and designated in such a way as not to be calculated in the student's overall GPA. This policy applies only to courses taken at Cecil College and only to students currently enrolled at this institution.

**PROCEDURE:**

Academic Senate and the appropriate Senate Standing Committee will review and provide feedback on this policy/procedure every three years or as needed.

All applications must begin with and be approved by an academic advisor. The review of failing grades will be conducted on a course-by-course basis, based on the attached criteria. The student must not have attended Cecil College for at least 1 full semester after failing grades were made and must have earned at least 15 credits of college-level work at Cecil College or any other accredited degree-granting institution prior to requesting a formal review. These credits must have been earned by the student after the failing grades were earned. In addition, the student must have received no grade below a "C" in the most recent fifteen credits earned. In no case will Cecil College waive more than a total of fifteen credits of prior failing grades for an individual. Waiver does not apply to courses that have been repeated and passed.

Applications approved by the advisor will be forwarded to the Registrar.

Grades waived will be identified on the transcript by the letter "V" which indicates they will not be calculated in the student's overall GPA.

This policy does not affect the student's responsibility to meet all program requirements.

## REQUEST FOR WAIVER OF PRIOR FAILING GRADE(S)

**Applicants must meet all of the listed criteria:**

- ☐ Students must be currently enrolled at Cecil College;
- ☐ Students must not have attended Cecil College for at least one full semester after failing grades were earned;
- ☐ Students must have earned at least 15 credits of college-level work at Cecil College or any other accredited degree-granting institution prior to requesting the review. These credits must have been earned after the failing grades were earned;
- ☐ Students must not have earned any grade below a "C" in the most recent 15 credits earned;
- ☐ Students may not apply for courses required in their program of study, courses that have been repeated and passed, or courses in which the student is currently registered or enrolled;
- ☐ Submit narrative explaining your circumstances at the time of failure.

**Students please complete Sections I and II. Then submit form to your academic advisor for approval.**

**Section I:**

Name		Cecil College ID#	
Street Address			
City		State	Zip code
Program of Study/Major			

**Section II:**

***Courses for which waiver of failing grade(s) are being requested (no more than 15 credits)***

Course Number	Title	Semester/Year Taken	Number of Credits
Total number of credits		Student signature	Date

**Section III:**

***I have confirmed that the above-referenced student has met the criteria for waiver of prior failing grades.***

Advisor signature	Date
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**Section IV:**

		Course Number	Title
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
Registrar signature			