

# FORGIVENESS FOR FAILING GRADES REQUEST



Name: \_\_\_\_\_ k-number: \_\_\_\_\_  
(Please print)

I request that all failing grades (F, FW) earned prior to my return to Kirkwood be changed to “O” – no credit. I qualify for this on the basis of the following being true:

Check one:

I have not been enrolled in any program of higher education for at least three (3) consecutive years between the end of my last semester at Kirkwood Community College and the first day of the semester I returned.

**OR**

I have honorably served in the U.S. armed forces for at least two (2) consecutive years between the end of my last semester at Kirkwood and the first day of the semester I returned.

And:

Having completed my first semester back at Kirkwood, (term) \_\_\_\_\_ (year) \_\_\_\_\_,

I have:

- No unpaid balance for the semester
- Earned at least a 2.0 GPA for the semester
- Earned at least 6 credits for a fall or spring semester, or 5 credits for a summer semester

I do not already have any “O” grades on my Kirkwood transcript

I understand that if my request is approved, the “O” grades will raise my cumulative GPA but will have no impact on my satisfactory academic progress status for financial aid eligibility, and that courses with “O” grades do not satisfy graduation requirements.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Use black ink)

When you’ve completed your first semester back at Kirkwood, deliver or send this form to:

Enrollment Services  
3rd Floor Iowa Hall  
6301 Kirkwood Blvd. SW  
Cedar Rapids, IA 52404

Then watch your Kirkwood email for notification of the status of your request.