

Clean Slate Request Form

A student may petition to have all or a portion of his/her previous academic record changed to show Clean Slate status. This request will change grades for ALL courses taken (except withdrawals) during the time period requested to show a Clean Slate grade symbol. A Clean Slate may only be requested for courses taken during a time span and may not be used to selectively remove grades for courses from the academic record. This request will not remove any financial obligations that may be due the College.

If you are or have been a recipient of any form of Financial Aid, you must discuss the ramifications of this request with the Financial Aid Office prior to submitting the request.

A period of at least nine academic quarters or six semesters must have elapsed between the ending date of the last term of courses requested to be Clean Slated and the date of this request.

There is no limit to the number of Clean Slates a student may petition for if the purpose is to reenter SSCC. If the Clean Slate is requested to begin work at any other institutions, it will be granted only once for this purpose.

All clean slates are final as of the date the form is submitted. Grades expunged from the student transcript cannot be added back at any time.

Date of request _____

Student Name _____ ID# _____

Address _____

Clean Slate Period Requested _____

Reason Clean Slate requested _____

I have read the above information concerning the Clean Slate policy and understand the impact this will have on my academic record, financial aid record, and student account.

Signature _____ Date _____

OFFICE USE ONLY ___Approved

___Disapproved

Registrar _____

Date _____

Please return this form to:
Southern State Community College
Attention: Records Office
100 Hobart Drive
Hillsboro, OH 45133