

# Oklahoma State University Policies and Procedures

<b>ACADEMIC FORGIVENESS FOR UNDERGRADUATE STUDENTS</b>	<b>2-0820 ACADEMIC AFFAIRS February 2015</b>
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## **ACADEMIC FORGIVENESS GENERAL INFORMATION**

1.01 Academic forgiveness allows students who qualify to recover from previous academic performance that jeopardizes their academic standing. In accordance with the Oklahoma State Regents for Higher Education (OSRHE) “Grading” policy (3.11.6), Oklahoma State University provides three types of academic forgiveness provisions for undergraduate students:

- A. Repeated Courses (courses with original grades of “D” or “F” that are re-taken);
- B. Academic Reprieve (forgiveness of one or two consecutive semesters); and
- C. Academic Renewal (forgiveness of all academic work prior to a specific date).

1.02 All forgiven courses and grades remain on the academic transcript but are denoted as repeated, reprieved, or renewed and are not included in the retention/graduation GPA, according to the policy and procedure provided below.

1.03 Currently enrolled or former OSU undergraduate students may seek academic forgiveness utilizing the institutional procedures provided below. Students may receive no more than one academic reprieve or renewal in their academic careers, and only one option (reprieve or renewal) can be used. The repeated courses provision may be utilized independent of reprieve or renewal within the limits prescribed in this policy.

## **POLICY ON REPEATED COURSES**

2.01 A student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA, up to a maximum of four (4) courses but not to exceed 18 hours, in the courses in which the original grade earned was a "D" or "F".

2.02 All attempts of a repeated course shall be recorded on the transcript with the earned grade for each listed in the semester earned (official transcripts do not display grades for individual transfer courses). The transcript denotes which grades used in the calculation of the retention/graduation GPA.

2.03 If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention/graduation GPA.

2.04 Students repeating courses above the first four courses or 18 credit hours of "Ds" or "Fs" repeated may do so with the original grades and repeat grades averaged.

### **PROCEDURE FOR REPEATED COURSES**

3.01 The Office of the Registrar shall be the administrative unit that is responsible for recording the repeated grades on the student's transcript when the student repeats a course within the provisions of the policy.

### **POLICY ON ACADEMIC REPRIEVE**

4.01 Undergraduate students who are currently enrolled or are former students and who meet the following criteria are eligible to petition for academic reprieve, consistent with OSRHE policy:

- A. At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request.
- B. Prior to requesting the academic reprieve and subsequent to the semester(s) to be reprieved, the student must have earned at least 12 credit hours and a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded (A, B, C, D, F) course work, including OSU and transfer work and excluding activity or performances courses.
- C. If the student has a "D" or "F" during any course work following the semester(s) requested reprieved and has repeated the course(s) with a "C" or above, the student is eligible to petition for academic reprieve, provided he/she meets the other policy requirements.

4.02 Students who meet the criteria as stated in 4.01 above may petition the University for academic reprieve of one semester or term of enrollment or two consecutive semesters or terms of enrollment. Consecutive semesters may include a period of non-enrollment, such as a break between semesters or a semester of withdrawals. If the student's petition is for two consecutive semesters, the University may choose to reprieve only one of the two semesters.

4.03 The student must present in his/her petition extraordinary situations that resulted in poor performance due to extenuating circumstances. (Extenuating circumstances might include but are not limited to a serious illness or medical emergency, severe financial distress, significant work conflicts, or a specific personal crisis.)

4.04 If the University approves the student's academic reprieve petition, all grades and hours during the enrollment period will be excluded from the student's retention/graduation GPA and will remain on the student's transcript with a notation that academic reprieve was granted by the University.

4.05 According to OSRHE Policy on Grading, if the reprieved enrollment period includes course work with a passing grade, the coursework may be used to demonstrate that the student mastered the content of a course. Therefore, the student does not have to repeat the same course but the course may not be used to fulfill the total number of credits required for the degree.

4.06 A student may receive only one academic forgiveness option (reprieve or renewal) during his/her academic career.

4.07 The University will honor course work/semesters reprieved at other State System institutions if the student met all OSRHE academic reprieve criteria. The University will not honor academic reprieves granted by institutions outside the State System.

### **POLICY ON ACADEMIC RENEWAL**

5.01 Academic Renewal is a provision allowing a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Undergraduate students who are currently enrolled or are former students and who meet the following criteria are eligible to petition for academic renewal, consistent with OSRHE policy:

- A. At least five years must have elapsed between the period in which the grades being requested renewed were earned and the renewal request.
- B. Prior to requesting the academic renewal and subsequent to the semester(s) to be renewed, the student must have earned at least 12 credit hours and a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded (A, B, C, D, F) course work, including OSU and transfer work and excluding activity or performance courses.
- C. If the student has a "D" or "F" during any course work following the semester(s) requested renewed and has repeated the course(s) with a "C" or above, the student is eligible to petition for academic renewal, provided he/she meets the other policy requirements.

5.02 Students who meet the criteria as stated in 5.01 above may petition the University for academic renewal for coursework taken prior to a date requested by the student. The institution may choose to renew only a portion of the request.

5.03 The student must present in his/her petition extraordinary situations that resulted in poor performance due to extenuating circumstances that would warrant excluding those grades in calculating the student's retention/graduation GPA. (Extenuating circumstances might include a serious illness or medical emergency, severe financial distress, significant work conflicts, or a specific personal crisis.)

5.04 If the University approves the student's academic renewal petition, all grades and hours during the enrollment period will be excluded from the student's retention/graduation GPA and

will remain on the student's transcript with a notation that academic renewal was granted by the University.

5.05 Neither content nor credit hours of renewal coursework may be used to fulfill any degree or graduation requirements.

5.06 A student may not receive more than one academic renewal or reprieve during his/her academic career.

5.07 The University will honor course work/semesters that were renewed at other State System institutions if the student met all OSRHE academic renewal criteria. The University will not honor academic renewals granted by institutions outside the State System.

### **ACADEMIC REPRIEVE AND RENEWAL PROCEDURES**

6.01 The procedures for a current or former student to petition the University for academic reprieve or renewal are as follows:

- A. The student must complete a "Petition for Academic Reprieve/Renewal" form that can be obtained from his/her college student academic services office. The petition must include the student's specific reasons or circumstances that caused him/her to receive poor grades (with supporting documentation as appropriate), signatures of the student's dean or director of student academic services and the student's adviser, and a copy of transcripts for all college course work from each school attended. Failure to provide a complete academic history will result in nullification of the petition. The petition must be submitted to the Associate Provost.
- B. A review panel is composed of the Associate Provost, who will serve as chair; the chair of the Academic Standards and Policies Committee of Faculty Council (or another faculty representative appointed by the Faculty Council Chair); and the appropriate college student academic services director for the student. The panel will review all petitions. The panel will convene at least once each semester and may request supporting documentation or a personal interview with the petitioning student.
- C. Should the review panel determine that the student's extenuating circumstances warrant academic reprieve or renewal, the panel's approval of the petition will permit the exclusion of all course work during the specified terms from the student's retention/graduation GPA. The course work and grades received will remain on the student's transcript with a notation that academic reprieve/renewal was granted by the University.
- D. The decision of the review panel is final. Students whose petitions have been denied may request an additional review by the panel if new documentation or written information regarding the petition is promptly submitted.

6.02 The University will honor academic reprieves/renewals granted by other institutions only if the institutions are part of the State System governed by the Oklahoma State Regents for Higher Education and the reprieves/renewals conform to OSRHE policy. The procedures for consideration of academic reprieve/renewal granted by other State System institutions are as follows:

- A. For students seeking admission to the University, Admissions officials will review the student's admission application to verify that the student meets OSRHE academic reprieve/renewal criteria.
- B. Upon verification, the Office of Undergraduate Admissions will honor the reprieve/renewal and provide notification to the Office of Academic Affairs.

6.03 The Office of Academic Affairs is the administrative unit responsible for the academic reprieve/renewal process. The unit is responsible for coordinating the process, maintaining official records, and producing annual reports.

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