

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

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| <p>Academic Forgiveness</p> | <p>2-019 ACADEMIC AFFAIRS October 2010</p> |
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ACADEMIC FORGIVENESS GENERAL STATEMENT

- 1.01 The "Policy Statement on Grading" set forth by the Oklahoma State Regents for Higher Education (OSRHE) requires establishment of an academic forgiveness process (Part II.B.2). The OSRHE general policy statement includes the following:

Circumstances may justify a student being able to recover from academic problems in ways that do not forever jeopardize his/her academic standing.

Academic forgiveness may be warranted for currently enrolled undergraduate students in three specific circumstances: 1) A student will be allowed to repeat a course and count only the second grade earned in the calculation of the retention/graduation GPA under the prescribed circumstances listed below; 2) There may be extraordinary circumstances in which a student has done poorly in up to two semesters due to extenuating circumstances which, in the judgment of appropriate institutional officials, warrants excluding grades from those semesters in calculating the student's retention/graduation GPA; and 3) A student may be returning to college after an extended absence and under circumstances that warrant a fresh academic start.

The student's academic transcript, however, should be a full and accurate reflection of the facts of the student's academic life. Therefore, in situations that warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected in such matters as how the retention/graduation grade point average is calculated. Specifically, for those students receiving academic forgiveness by repeating courses or through academic reprieve or renewal, the transcript will reflect the retention and graduation GPAs, excluding forgiven courses/semesters. The transcript will also note the cumulative GPA that includes all attempted regularly graded coursework.

Students may seek academic forgiveness utilizing the institutional procedures. A student may receive no more than one academic reprieve or renewal in his/her academic career and only one option (reprieve or renewal) may be used. The repeated courses provision may be utilized independent of reprieve or renewal.

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

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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 Both attempts of a repeated course shall be recorded on the transcript with the earned grade for each listed in the semester earned. The Grading Legend section on the back of the transcript will note that only the second grade earned is 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 A maximum of four (4) courses, not to exceed 18 hours, may be repeated in the courses in which the original grade earned was a "D" or "F". Both grades shall be recorded on the transcript with the earned grade for each listed in the semester earned.

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 Students who are currently enrolled and who meet the following criteria are eligible to request an academic reprieve:
 - 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 at OSU and a GPA of 2.0 or higher with no grade lower than a "C" in all courses. Additional coursework may have been completed at any accredited higher education institution.
 - C. If the student has a "D" or "F" during any coursework following the semester(s) requested reprieved and has repeated the course(s) with a "C" or above, the student is eligible to request an academic reprieve, provided he/she meets the other policy requirements.
- 4.02 Students who meet the criteria as stated in 4.01 above may request an 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 request is for two consecutive semesters, the University may choose to reprieve only one of the two semesters.

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- 4.03 The student must present in his/her appeal 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 The University's decision of an academic reprieve request is final. Any resubmission of an academic reprieve request that has been denied by the University will not be considered.
- 4.05 If the University approves the student's academic reprieve request, 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.
- 4.06 According to OSRHE Policy Statement on Grading (Section II.B.2), if the reprieved enrollment period includes coursework 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.
- 4.07 A student may not receive more than one academic reprieve during his/her academic career. Once an academic reprieve is granted it cannot later be canceled by the University and another semester of reprieve granted.
- 4.08 A student may receive only one academic forgiveness option (reprieve or renewal) during his/her academic career.
- 4.09 The University will honor coursework/semesters reprieved at other State System institutions if the student met all OSRHE academic reprieve criteria.

ACADEMIC REPRIEVE PROCEDURES

- 5.01 The procedures for a current student to request an academic reprieve of one semester/term or for two consecutive semesters/terms are as follows:
 - A. The student must complete an "Academic Forgiveness – Reprieve Request" form, available from Enrollment Management. The appeal must include the student's specific reasons or circumstances that caused him/her to receive poor grades (with supporting documentation as appropriate), and a copy of transcripts for all college coursework from each college attended. The appeal must be submitted to the Office of the Registrar.
 - B. The University Appeals Committee will review all requests. The Committee will convene as necessary and may request additional supporting documentation or a personal interview with the appellant.

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- C. Should the University Appeals Committee determine that the student's extenuating circumstances warrant academic reprieve, the committee's approval of the appeal will permit the exclusion of all coursework during the reprieved semester/term from the student's retention and graduation GPA. The coursework will remain on the student's transcript with a notation that academic reprieve was granted by the University.
 - D. The decision of the Appeals Committee is final. Any resubmission of a request which has been denied by the Committee will not be considered.
- 5.02 The Office of the Registrar will be the administrative unit responsible for the academic reprieve process. The unit will be responsible for coordinating the process, maintaining official records, and producing annual reports.

ACADEMIC RENEWAL POLICY

- 6.01 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. Students who are currently enrolled and who meet the following criteria are eligible to request academic renewal:
- 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 at OSU and a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded courses. Additional coursework may have been completed at any accredited higher education institution.
 - C. If the student has a "D" or "F" during any coursework following the semester(s) requested renewed and has repeated the course(s) with a "C" or above, the student is eligible to request academic renewal, provided he/she meets the other policy requirements.
- 6.02 Students who meet the criteria as stated in 6.01 above may request 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.
- 6.03 The student must present in his/her appeal 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.)

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- 6.04 The University's decision of an academic renewal request is final. Any resubmission of an academic renewal request that has been denied by the University will not be considered.
- 6.05 If the University approves the student's academic renewal request, 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.
- 6.06 Neither content nor credit hours of renewal coursework may be used to fulfill any degree or graduation requirements.
- 6.07 A student may not receive more than one academic renewal or reprieve during his/her academic career. Once an academic renewal is granted it cannot later be canceled by the University.
- 6.08 The University will honor coursework/semesters that were renewed at other State System institutions if the student met all OSRHE academic renewal criteria.

ACADEMIC RENEWAL PROCEDURES

- 7.01 The procedures for a current student or a student seeking admission to request an academic renewal are as follows:
 - A. The student must complete an "Academic Forgiveness – Renewal Request" form that can be obtained from Enrollment Management. The appeal must include the student's specific reasons or circumstances that caused him/her to receive poor grades (with supporting documentation as appropriate), and a copy of transcripts for all college coursework from each college attended. The appeal must be submitted to the Office of the Registrar.
 - B. The University Appeals Committee will review all requests. The Committee will convene as necessary and may request additional supporting documentation or a personal interview with the appellant.
 - C. Should the University Appeals Committee determine that the student's extenuating circumstances warrant academic renewal, the committee's approval of the appeal will permit the exclusion of all coursework specified on the appeal from the student's retention/graduation GPA. The coursework will remain on the student's transcript with a notation that academic renewal was granted by the University.
 - D. Once granted, the academic renewal cannot later be canceled by the University. The decision of the University Appeals Committee is final. Any resubmission of a request which has been denied by the Committee will not be considered.

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- 7.02 The Office of the Registrar will be the administrative unit responsible for the academic renewal process. The unit will be responsible for coordinating the process, maintaining official records, and producing annual reports.