

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Academic Forgiveness	2-019 ACADEMIC AFFAIRS July 2014
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GENERAL STATEMENT ON ACADEMIC FORGIVENESS

- 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 (3.11.6). The OSRHE general policy statement includes the following:
- A. Circumstances may justify a student being able to recover from academic problems in ways that do not forever jeopardize his/her academic standing.
 - B. 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 circumstances in which a student has done poorly in up to two semesters which 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.
 - C. The student's academic transcript should be a full and accurate reflection of the facts of the student's academic life. Therefore, in situations which 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 GPA is calculated.
 - D. 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 regardless of reprieve or renewal.
 - E. Institutions granting academic reprieve and/or academic renewal must submit an annual report to the OSRHE.
- 1.02 The transcript, for those students who receive academic forgiveness by repeating courses or through academic reprieve or renewal, will reflect the GPA excluding forgiven courses/semesters. The transcript may also note the cumulative GPA (CGPA) which includes all attempted regularly graded work.

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- 1.03 OSU Institute of Technology (OSUIT) has developed the following academic forgiveness policies and procedures in compliance with OSRHE 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 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 ON 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 Academic reprieve is a provision allowing a student to disregard up to two semesters in the calculation of his/her GPA. 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 academic reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) at any 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.

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- D. The request may be for one semester of enrollment or two consecutive semesters of enrollment. If the reprieve is awarded, all grades and hours are included during the semester(s) for which a reprieve has been requested. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester.
- 4.02 All courses remain on the student's transcript, but are not calculated in the student's GPA.
- 4.03 Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.
- 4.04 OSUIT's decision of an academic reprieve request is final. Any resubmission of an academic reprieve request will not be considered.
- 4.05 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 and another semester of reprieve granted.
- 4.06 OSUIT will honor coursework/semesters reprieved at other State System institutions if the student met all OSRHE academic reprieve criteria.

PROCEDURE ON ACADEMIC REPRIEVE

- 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 the Office of the Registrar.
- B. The Office of the Registrar will process all requests and may require additional information be submitted.

POLICY ON ACADEMIC RENEWAL

- 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. Under academic renewal, course work taken prior to a date specified by the institution is not counted in the student's GPA. 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 last semester being renewed and the renewal request.

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- B. Prior to requesting academic renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours at any 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 specific date. The institution may choose to renew only a portion of the request.
- 6.03 OSUIT's decision of an academic renewal request is final. Any resubmission of an academic renewal request will not be considered.
- 6.04 If the student's request for academic renewal is approved, 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 OSUIT.
- 6.05 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.
- 6.06 OSUIT will honor coursework/semesters that were renewed at other State System institutions if the student met all OSRHE academic renewal criteria.
- 6.07 All courses remain on the student's transcript, but are not calculated in the student's GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

PROCEDURE ON ACADEMIC RENEWAL

- 7.01 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 – Renewal Request" form, available from the Office of the Registrar.
 - B. The Office of the Registrar will process all requests and may require additional information be submitted.

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