

Shawnee State University

PROCEDURE TITLE:	ACADEMIC FORGIVENESS
PROCEDURE NO.:	3.23:1
RELATED POLICY:	3.23
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	PROVOST
EFFECTIVE DATE:	03/13/2020
NEXT REVIEW DATE:	03/2023
APPROVED BY:	PRESIDENT

1.0 PURPOSE

This procedure sets forth the requirements for students who seek academic forgiveness under Board of Trustees Policy No. 3.23.

2.0 ELIGIBILITY

2.1 Students who have not been enrolled in the University for five consecutive year are eligible to apply for academic forgiveness.

2.1.1 Academic or faculty advisors will identify students who are eligible for academic forgiveness when the student reenrolls in the university and meets with an advisor to discuss course selection and major. The academic advisor will communicate the requirements to the student at this time (see 3.0 Guidelines).

2.1.2 Students are only eligible for academic forgiveness once in their academic careers at Shawnee State University, no matter how many degrees the student earns from the University. Academic forgiveness only applies to grades and credit hours earned at Shawnee State University.

3.0 GUIDELINES

3.1 To obtain academic forgiveness, students must show one academic year satisfactory academic progress (minimum of 15 successfully completed credit hours per semester with a 2.5 minimum GPA).

3.1.1 Students who do not maintain the minimum GPA or credit hours will be ineligible for academic forgiveness. In addition, if their GPA falls below minimum standards they may be put on probation, suspension, or dismissal according to the academic policies governing those actions, which would also make them ineligible for academic forgiveness.

- 3.2 Students will work with their academic advisor and the Registrar to determine which credits are eligible for academic forgiveness. The Registrar has final say in this matter. Upon the Registrar's approval, the quality points and attempted hours for previously earned credits below a grade of C (C-, D+, D, D-, and F) will be excluded from the student's grade point average (GPA) calculation, but the grades will remain on the transcript. Students do not receive credit for forgiven courses they have failed, and students must retake courses with failing grades that apply to the General Education Program (GEP) or their degree program(s). Academic forgiveness does not apply to grades earned in pass-fail or non-credit courses. Grades for no more than 30 credit hours may be forgiven.

Students must meet the degree and GEP requirements for their catalog year. However, substitutions approved by the GEP director and/or department chair may be used to apply previously earned credit to a degree program.

4.0 EXCLUSIONS

- 4.1 Academic forgiveness does not apply to financial aid standing. Federal regulations regarding financial aid will still apply. Grades that are academically forgiven will still count toward academic progress ratios, maximum credits earned for financial aid eligibility, and GPA calculated for financial aid eligibility. There will be no automatic eligibility for financial aid based on academic forgiveness. If academic forgiveness is granted, by federal regulations the Financial Aid Office must include all courses attempted in evaluating a student's satisfactory academic progress. Therefore, students deemed to have unsatisfactory academic progress for financial aid purposes and who receive academic forgiveness will need to file a financial aid appeal and document mitigating circumstances. Federal regulations regarding maximum number of credit hours eligible for financial aid will still apply.
- 4.2 Credits awarded through evaluation (transfer, College Level Examination Program (CLEP), Life-Learning Experience, in-house examination, military experience, prior learning experience, and Advanced Placement) are not altered by this program, regardless of date received.
- 4.3 Per Department of Defense regulations, students receiving benefits from the Veterans Administration will not be reimbursed for repeating courses they have failed or for repeating courses they have passed (courses with a grade of D-, D, D+, C-).
- 4.4 Academic forgiveness does not apply to developmental coursework since these credits do not count toward a degree; however, a student who had previously failed developmental coursework and/or taken a developmental course three times, may retake the coursework but must pass it the first time after reinstatement or

reenrollment. Students may also appeal their placement upon reinstatement or reenrollment.

- 4.5 If a student has been awarded an associate's degree and/or certificate from Shawnee State University, only courses not used in completion of an associate's degree and/or certificate will be eligible for the application of the Academic Forgiveness policy.
- 4.6 Credits earned through College Credit Plus or PSEO may be forgiven; however, academic forgiveness only applies to a student's Shawnee State University transcript and NOT their high school transcript.
- 4.7 This Academic Forgiveness Policy does not apply to graduate students.

5.0 TIMELINE

- 5.1 Upon a student's reenrollment or reinstatement to the university, a faculty or professional advisor will identify and inform students eligible for academic forgiveness of the program's guidelines and exclusions, and the advisor will apply a tag to the student's advising file in AVISO or similar student retention software for tracking and reporting purposes.
- 5.2 At the end of each semester, the Director of Advising and Academic Resources will pull a report from the student retention software to identify students who have completed the required one (1) academic year (30 credit hours) and 2.5 GPA standards necessary to apply for academic forgiveness. The Director of Advising will notify students who have not met the requirements for academic forgiveness.
- 5.3 After the Director of Advising and Academic Resources notifies students that they are eligible for academic forgiveness, the student works with an academic advisor and department chair to identify eligible credits for forgiveness that would be most beneficial to the student.
- 5.4 After successfully completing one (1) academic year (30 credit hours) of study and prior to the student's final semester at SSU, the student may petition for academic forgiveness by completing a petition in the Registrar's office.
- 5.5 Within two (2) weeks of receiving a student's petition, the Registrar's office verifies the student's GPA since returning to the institution in order to ensure that the student has made satisfactory progress. If the GPA is below 2.5, the Registrar rejects the student's petition for academic forgiveness. If the GPA is above 2.5, the Registrar

notifies the student's academic advisor that a petition for academic forgiveness has been received.

- 5.6 Within two weeks of notifying a student that the petition for academic forgiveness has been approved, the registrar recalculates the student's GPA reflecting academic forgiveness. The quality points and attempted hours for grades below a C (C-, D+, D, D-, and F) that have been approved for academic forgiveness will be excluded from the student's grade point average (GPA) calculation, but the grades will remain on the transcript.

History

Effective: 03/13/2020