## Request for Academic Forgiveness Form



Office of the Registrar 900 N. Portland Ave • Oklahoma City, OK 73107 405.945.3291 • 405.945.3277 (Fax) okc.records@okstate.edu • www.osuokc.edu

Repeat/Reprieve/Renewal

Please print clearly. Submit request to OSU-OKC Office of the Registrar in person, by email (must use OKSTATE email address), or U.S. mail or email (see above). You will be notified by email (your official OKSTATE email address) when your request has been reviewed and a decision has been made. If your request meets the qualifications, you can view changes using Student Self Service approximately 48 hours after notification.

**IMPORTANT:** Carefully read the guidelines on the next page before you submit this form. You may only choose <u>ONE</u> Reprieve <u>OR</u> Renewal in your entire academic career. Grade Repeat/Replace can be used with a Reprieve or Renewal. If requesting a Reprieve or Renewal, please include personal narrative on pg. 3.

Please note that Academic Forgiveness may not be recognized by federal financial aid policies. **Student Information:** Student Name: Middle Maiden Last First CWID (Student ID) or SSN **OKSTATE Email Address** Request to apply Repeat Policy: Please review my transcript for Repeat courses A provision that allows a student to repeat up to 4 courses or 18 hours where a grade of 'D' or 'F' was earned and use the grade earned in the second course in the GPA, rather than the original grade in his/her Graduation/Retention GPA. Course(s) you believe may qualify for the Repeat policy: Reprieve/Renewal: May Select Only One □ Academic Reprieve A provision that allows a student who has done poorly (2.0 GPA or lower) due to extraordinary circumstances to disregard one semester or two consecutive semesters in the calculation of his or her retention/graduation GPA. Semester(s) requested for reprieve: Semester - Fall, Spring or Summer and Year (ex: Fall 2006) Institution Attended Institution Attended Semester - Fall, Spring or Summer and Year (ex: Fall 2006) OR **Academic Renewal** A provision that allows a student who has had academic trouble in the past and who has been out of higher education for a number of years (5+) to recover without penalty and have a fresh start. All course work completed prior to the date specified is not counted in the student's retention/graduation GPA. Request for renewal to apply to all course work taken prior to: Semester Year Reprieve/Renewal Checklist: I have included a narrative (pg 3) explaining the circumstances that contributed to my academic performance during the semester(s) I understand that I should attach supporting documentation, as necessary. I have read the guidelines on the back of this page and believe that I am eligible for the provision selected above. By signing this document, I am certifying that everything I have stated is true. In addition, the documentation included is accurate to the best of my knowledge. Should the committee find that any documentation was omitted or inaccurate, I understand that my petition will be denied. Student Signature--Requests will not be processed without a signature. Date Electronic signature only accepted when recieved through OKSTATE email address. For Office Use Only

Processed by:

Date:

Comments:

# **Guidelines for Academic Forgiveness**

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The following guidelines were established by the Oklahoma State Regents for Higher Education and Oklahoma State University - Oklahoma City. Please read all guidelines carefully before submitting the Request for Academic Forgiveness Form.

#### **REPEAT POLICY**

#### Guidelines for the Repeat Policy:

- A student may repeat a maximum of 18 credit hours, or four courses, in which the original grade is a 'D' or 'F'.
- Both the original grade and the second grade will remain on the student's permanent academic record and both grades will be included in the cumulative grade point average (GPA) reflected on the official transcript.
- The original 'D' or 'F' grade for a course designated as a repeated course will be excluded from the calculation of the Graduation/Retention GPA reflected on the official transcript.
- If the same course is repeated more than once, only the original grade can be excluded from the calculation of the Graduation/Retention GPA and all other grades earned in that course will be included in the GPA.

#### REPRIEVE/RENEWAL POLICY

## Guidelines that apply to BOTH Academic Reprieves and Academic Renewals:

- Student must be currently enrolled at OSU-OKC.
- Student must have earned a current GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded coursework (a minimum of 12 hours) <u>PRIOR</u> to requesting Academic Reprieve. This does not include activity or performance courses.
- Students are allowed only ONE Academic Reprieve OR Renewal in their entire academic career, at this or any other institution of higher education\*
- The Explanation of Grades section of the transcript will note the course and semester(s) reprieved or renewed.
- Academic Reprieves and Renewals affect only the cumulative retention/graduation grade point average. They do not change the cumulative GPA.

#### Academic Reprieve Guidelines (in addition to the guidelines listed above):

(Applicable to course work taken during one semester or two consecutive semesters in which the student has done poorly due to *extraordinary circumstances.*)

- At least 3 years must have elapsed since the grades to be reprieved were earned.
- All courses reprieved remain on the student's transcript, but reprieved semesters are not calculated in the student's retention/graduation GPA.
- Courses with passing grades included in the reprieved semester(s) may be used to demonstrate competency in subject matter. However, the course work will not be used to fulfill credit-hour requirements.
  - (Example: A grade of C or better in ENGL 1113 Freshman Composition I in a reprieved semester fulfills that requirement and meets the prerequisite requirement for ENGL 1213, but the credit hours do not count toward total credit hours.)

## Academic Renewal Guidelines (in addition to the guidelines listed above):

- At least 5 years must have elapsed between the last semester being renewed and the request.
- All courses remain on the student's transcript, but semesters prior to the renewal date are not calculated in the student's retention/graduation GPA.
- Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

<sup>\*</sup>Students granted an academic reprieve prior to December 4, 2003 may request a renewal.

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### Student Narrative (Reprieve/Renewal)

Please include a narrative explaining the circumstances that contributed to your academic performance during the semester(s) in which you are requesting an Reprieve or Renewal.

By signing below, I am certifying that everything I have stated is true. In addition, the documentation included is accurate to the best of my knowledge. Should the committee find that any documentation was omitted or inaccurate, I understand that my petition will be denied.

Student Signature--Requests will not be processed without a signature.

Date

Electronic signature only accepted when recieved through OKSTATE email address.

For Office Use Only

Processed by: Date: Comments: