



## **ACADEMIC FORGIVENESS**

### **Policy Number: CU-AA-32**

#### **PURPOSE**

This document sets forth standards for academic forgiveness consistent with the requirements of CSR §133-22-4. Discretionary Academic Forgiveness Provisions (HEPC Series 22). It is designed to help students who left college with low grades.

#### **SCOPE**

This policy is applicable to undergraduate students, both associate and baccalaureate, desiring to pursue graduation or certification from Concord University who have not been enrolled on a part-time or full-time basis for more than four years. However, the policy is not applicable to students in the Regents Bachelors of Art (RBA), which is governed by different requirements.

#### **POLICY**

It is the policy of Concord University to exercise its discretionary authority to grant academic forgiveness, in addition to established "D/F" repeat provisions, consistent with the West Virginia Code of State Regulations.

#### **STANDARDS FOR ACADEMIC FORGIVENESS**

University standards for academic forgiveness, include the following standards, which are more stringent than those established by CSR §133-22-4. CU's standards are also detailed in the Academic Catalog:

- The student must not have been enrolled on a full-time or part-time basis for more than 12 credit hours at any higher education institution for a period of five consecutive calendar years prior to the request for academic forgiveness. However, as noted above, the Regents Bachelor of Arts (RBA) program differs in that all "F" grades received four or more years before admission to the program are disregarded.
- only *D* and *F* grades received prior to the five-year, non-enrollment period can be disregarded for GPA calculation;
- to receive a degree or certificate, the student must complete at least 24 additional credit hours through actual coursework from Concord University after the non-enrollment period, earn at least a 2.0 GPA on all work attempted after the non-enrollment period and satisfy all degree or certificate requirements.
- In cases where grades may be disregarded for grade-point average computation, these grades shall not be deleted from the student's permanent record.
- In instances where students request and gain academic forgiveness from one college or university and then transfer to another institution, the receiving institution is not bound by the prior institution's decision to disregard grades for grade-point average computation.
- Discretionary academic forgiveness does not apply to GPA calculation for special academic recognition (such as graduating with honors).

## **STUDENT NOTIFICATIONS**

The Academic Catalog shall make it clear to students:

- that academic forgiveness extended by one institution may or may not be recognized by other institutions to which the student may transfer, whether in state or out of state;
- that academic forgiveness pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education;

## **PROCEDURE**

The Associate Provost and Registrar may develop administrative processes, procedures, or forms for administering this policy, which may include:

A student may apply for academic forgiveness by submitting to the Associate Provost's Office an application for "Academic Forgiveness." The Associate Provost can accept, modify, or reject the application and will provide a justification. Students who do not normally qualify for readmission because of a low GPA will, if their request for forgiveness is approved, be readmitted and placed on academic probation. The decision of forgiveness must be made again whenever the student changes programs, departments, colleges, or institutions.

## **AMENDMENTS**

This Policy may be amended to change names, links to information, and contact information without resorting to the rulemaking process.

Federal and State laws, rules and regulations change. Any portion of this policy and process document may be modified in practice to ensure the due process rights of the individuals involved are provided and to conform with any current Federal and State law, rules and regulations. Subject to the institution's rulemaking policy, the institution will change this policy to conform to the most current laws and regulations within a reasonable time of discovering the change.

## **AUTHORITY / REFERENCE**

HEPC Procedural Rule Series §133-22, Grade Point Average for Associate and Baccalaureate Degrees, effective January 21, 2018.

Supersedes CU-AA-32, Academic Forgiveness, effective October 24, 2006.

## **APPROVAL**

Intent to Plan/ Revise Approved by the Board of Governors: April 20, 2021

Approved by the Board of Governors: June 15, 2021

Effective Date: June 15, 2021