

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

PROCEDURE NO. 28

TITLE: Academic Forgiveness

EFFECTIVE DATE: October 1, 2014

PROCEDURE

1. PURPOSE

To provide the conditions and processes under which a student may request Academic Forgiveness.

2. SCOPE AND APPLICABILITY

This procedure applies to students who have been away from College for a period of four or more years and who did not previously perform well academically.

3. DEFINITIONS

- A. **Academic Forgiveness** - a process by which a student is not penalized for past academic performance in the calculation of the cumulative grade point average.
- B. **Repeat rules for grades of "D" or "F"** – a process by which a student's grade point average may be automatically adjusted by the Registrar when the course is repeated under certain conditions.

4. PROCEDURES

- A. Academic forgiveness, if granted, allows students to continue their education without being penalized for past academic performance when the cumulative grade point average is calculated. Academic forgiveness excludes grades of "D" and/or "F" from the calculation of the cumulative grade point average. However, it should be noted that no grade earned and recorded will be removed from the permanent academic record.
- B. The Registrar will give consideration to a request for academic forgiveness based upon the following conditions:
 - i. a course may only be excluded or dropped from the computation of the cumulative grade point average once, thus the application of New River Community and Technical College's repeat rules for grades of "D" or "F" grades will be applied prior to the consideration of exemption in academic forgiveness;
 - ii. a student may not have been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the four consecutive academic years immediately preceding the semester of

- admission or readmission to New River Community and Technical College; and/or,
- iii. the request for forgiveness must be submitted during the first semester enrolled at New River Community and Technical College, and it must identify the period of non-enrollment.
- C. To request Academic Forgiveness, a student completes an Academic Forgiveness Form which is available at the Office of the Registrar and on the New River Community and Technical College's website under Registrar. Once the form is completed it is returned to the Registrar.
- D. The Registrar will review the request subject to the conditions specified in the Administrative Department Procedure for Academic Forgiveness and verify whether or not the student is eligible to receive academic forgiveness.
- E. If all conditions have been met, academic forgiveness will be granted at the time the current cumulative grade point average is calculated officially by the Registrar upon the student's completion of the first semester after admission or readmission to New River Community and Technical College.

RELATED POLICIES AND/OR PROCEDURES: Administrative Department Procedure for Academic Forgiveness maintained by the VP for Academic Affairs; WV Council for Community and Technical College Education Title 135, Series 22; BOG Policy 6

RESPONSIBLE OFFICES: Vice President of Academic Affairs; Registrar

Approved by: President's Cabinet 9/30/14