

**SOUTHEASTERN OKLAHOMA STATE UNIVERSITY**  
**Application for Academic Forgiveness**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
           **Last**                    **First**                    **Middle**

Address: \_\_\_\_\_  
                     **Street**                            **City**                            **ST**                            **Zip**

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Academic Forgiveness Requested:** \_\_\_\_\_ Academic Reprieve \_\_\_\_\_ Academic Renewal  
 (See attached sheet for description of each.)

Official transcripts from **ALL** colleges or universities attended (no matter if credit was earned or not) must be on file in the Registrar's Office at the time of this application. Copies of all transcripts must accompany this application when it is submitted. Failure to provide all such transcripts will automatically invalidate any forgiveness granted pursuant to this request. *You must be currently enrolled at Southeastern to be eligible to apply for forgiveness.*

**If applying for an Academic Reprieve, semester(s) requested to be reprieved:**  
 Semester 1 \_\_\_\_\_ Year \_\_\_\_\_ School \_\_\_\_\_  
 Semester 2 \_\_\_\_\_ Year \_\_\_\_\_ School \_\_\_\_\_

**If applying for an Academic Renewal, semester requested to begin GPA calculations (all work prior to this semester, including transfer work, will be forgiven (not counted in GPA):**  
 Semester \_\_\_\_\_ Year \_\_\_\_\_ School \_\_\_\_\_

Please explain the extenuating circumstances that existed during the semesters you want forgiven:  
 \_\_\_\_\_  
 \_\_\_\_\_

I understand that if the requested academic forgiveness is granted, NO credits earned during the semester(s) forgiven will count as hours toward graduation/degree requirements (other limitations may also apply).

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only:**

The request for an Academic Reprieve was \_\_\_\_\_ GRANTED \_\_\_\_\_ DENIED  
 The request for an Academic Renewal was \_\_\_\_\_ GRANTED \_\_\_\_\_ DENIED

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ **Administrative Liaison, Academic Appeals** \_\_\_\_\_ **Date**

*(All coursework will remain on the transcript and the reprieve/renewal will be reflected in the retention/graduation GPA. The forgiven coursework will be marked with a "#" beside the credit hours.)*

## **Academic Forgiveness Provisions** (Effective October 30, 2003)

The Oklahoma State Regents for Higher Education have provided the following Academic Forgiveness options to help eligible students overcome low academic standing. Although the transcript will still be a full and accurate reflection of the student's academic performance/history, the retention/graduation grade point average (GPA) will be utilized in determining matters such as academic probation, academic suspension, transfer admissibility, and graduation GPA. There are three academic forgiveness provisions available: Repeated Courses, Academic Reprieve, and Academic Renewal. A student may only receive one academic reprieve or renewal in his/her academic career and only one option can be used. The repeated course provision may be used independently within the limits listed below. If you believe you are eligible for one of these provisions, please contact the Office of Academic Affairs for additional information.

### Repeated Course Policy

1. A student may repeat a maximum of four (4) courses, not to exceed 18 hours, and have only the second grade, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA providing the original grade was a "D" or "F."
2. Both attempts will be recorded on the transcript with the earned grade for each listed in the semester earned.
3. If a student repeats an individual course more than once, all grades earned, with the exception of the first, will be used to calculate the retention/graduation GPA.
4. Students repeating courses above the first four (4) courses of "D's" or "F's" repeated may do so; however, both the original grades and repeat grades will be averaged.
5. This policy only applies to undergraduate work, no matter when or where it was completed.
6. In cases where students believe courses to be identical, although the course number or title may differ, it will be necessary to obtain verification of course equivalency from the appropriate academic department.

### Academic Reprieve

1. The student must be a currently enrolled undergraduate student. Students with a bachelor's degree are not eligible.
2. At least three (3) years must have elapsed between when the semester(s) requested to be reprieved were completed and when the reprieve is requested.
3. Prior to requesting an 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 since the semester(s) requested to be reprieved.
4. The student must have completed a minimum of twelve (12) semester hours, excluding activity or performance courses, since the semester(s) requested to be reprieved.
5. The request may be for one (1) semester of enrollment or two (2) consecutive semesters of enrollment.
6. If approved, all grades and credit hours earned in the semester(s) requested will be included in the reprieve.
7. If the student's request is for two (2) consecutive semesters, the institution may choose to reprieve only one semester.
8. All courses reprieved will remain on the transcript but will not be used to calculate the retention/graduation GPA.
9. Course work with a passing grade included in a reprieved semester may be used to fulfill a course requirement but cannot be used to fulfill credit hour requirements for graduation.
10. Academic reprieves granted by other colleges and universities are not automatically honored by SOSU. Students who have received such reprieves from other institutions may apply for an academic reprieve under SOSU guidelines.
11. The student must apply for consideration of an academic reprieve according to institutional policy.
12. A student may not receive more than one academic reprieve.

### Academic Renewal

1. The student must be a currently enrolled undergraduate student. Students with a bachelor's degree are not eligible.
2. At least five (5) years must have elapsed between when the last semester requested to be renewed was completed and when the renewal is requested.
3. Prior to requesting an 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 since the semester(s) requested to be renewed.
4. The student must have completed a minimum of twelve (12) semester hours, excluding activity or performance courses, since the semester(s) requested to be renewed.
5. The request will be for all courses completed before the date/semester specified in the request for renewal.
6. All courses renewed will remain on the transcript but will not be used to calculate the retention/graduation GPA.
7. Neither the content nor credit hours of renewed courses may be used to fulfill any degree or graduation requirement.
8. Academic renewals granted by other colleges and universities are not automatically honored by SOSU. Students who have received such renewals from other institutions may apply for an academic renewal under SOSU guidelines.
9. The student must petition for consideration of academic renewal according to institutional policy.
10. A student may not receive more than one academic renewal.