

**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 Reprive \_\_\_\_\_ 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 Reprive, semester(s) requested to be reprived:**

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 Reprive 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 reprive/renewal will be reflected in the retention/graduation GPA. The forgiven coursework will be marked with a "#" beside the credit hours.)*

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.

Please note that if an Application for Academic Forgiveness contains elements that allege discrimination, retaliation, or harassment, the academic appeal will be stayed and the information contained within the appeal will be promptly routed to the appropriate campus entity for evaluation and investigation. The student will be notified that the final disposition of the Academic Forgiveness will be delayed until the Office of Academic Affairs receives and considers the findings of the investigating entity. Such alleged violations may pertain to, but are not limited to, discrimination on the basis of race, color, national origin, sex, religion, disability, age or retaliation, and may import laws such as Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title II of the Americans With Disabilities Act, or Section 504 of the Rehabilitation Act of 1973. Appeals that contain alleged violations of disability related laws and regulations will be routed to the Office of Disability Services (SU328), and all other allegations will be routed to the Office of Equity, Diversity, and Compliance (A311). This revision was in response to an OCR finding dated April 3, 2013. This statement was reviewed and approved by the General Counsel for the Regional University System of Oklahoma on April 2, 2014.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) states:

No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..."

Southeastern Oklahoma State University does not discriminate on the basis of sex in its education programs or activities, in compliance with Title IX and the U.S. Department of Education's regulations at 34 C.F.R. §§ 86.1 *et seq.*

Individuals who believe they have been discriminated against on the basis of sex may contact Claire Stubblefield at 580-745-3090, [titleix@se.edu](mailto:titleix@se.edu), or PMB 2750.