

Guidelines for Academic Forgiveness

Repeat/Reprive/Renewal



Office of the Registrar
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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 Reprives 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) **PRIOR** to requesting Academic Reprive. This does not include activity or performance courses.
- Students are allowed only **ONE** Academic Reprive **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) reprived or renewed.
- Academic Reprives and Renewals affect only the cumulative retention/graduation grade point average. They do not change the cumulative GPA.

Academic Reprive 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 reprived were earned.
- All courses reprived remain on the student's transcript, but reprived semesters are not calculated in the student's retention/graduation GPA.
- Courses with passing grades included in the reprived 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 reprived 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.

**Students granted an academic reprive 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: