

# Essex County College College Regulation

## REG 6-8 ACADEMIC FORGIVENESS

### **Purpose:**

1. To establish an Academic Forgiveness process allowing students to resume their educational pursuits after being separated from the College for a period of three or more years.

OR

2. To grant students the opportunity to make up grades of "D" or "F" in courses which are no longer offered by the college, thus enabling them to have those grades discounted in computing the GPA

### **Application:**

1. Students may apply for Academic Forgiveness one time in their career at the College. Applications must be made through an appropriate academic counselor who will review the application before submitting it to the Chairperson for the department in which the student is a major. Once approved by the departmental chairperson, the application is forwarded to the Academic Dean and Dean of Student Affairs for approval. The Financial Aid Office will also review the request to determine any financial aid implications and forward the approval to the Registrar for implementation.
  - a. Students who wish to apply for Academic Forgiveness may do so at any time after they meet each of the following criteria:
    - i. They have been re-admitted after a hiatus of three or more years from the College.
    - ii. Following re-admission, they have successfully completed twelve credits or more with a grade of "C" or better.
  - b. All grades prior to re-admission will remain on the transcript. However, these grades will no longer be used in computing the student's overall grade point average nor will any of these credits count toward fulfilling degree or certificate requirements.
  - c. If Academic Forgiveness is granted to a student receiving Financial Aid, the student must comply with the guidelines currently established by the Financial Aid Office.

OR

2. Students may opt to make up a grade in a course no longer offered by the College on a one-time per course basis.
  - a. Students must see an appropriate academic advisor or counselor to decide what course presently being offered by the College would be equivalent in content to the course no longer offered by the College.

Approval by the appropriate departmental chairperson and academic dean is required before the student registers for the course.

- b. If the student opts to make up a course, that course will be identified on the student's transcript as a course which has been made up under the Academic Forgiveness Policy by writing "Academic Forgiveness" next to the course. Thus, the original courses and grade will remain on the transcript but will not be included in the calculation of the cumulative GPA nor will it count toward fulfilling a degree or certificate requirement.
- c. If a course to be made up has no equivalent course being offered by the College, the student may file a request through the appropriate counselor that the grade of "D" or "F" not be calculated in their GPA. The course and grade will remain on the transcript with "Academic Forgiveness" written next to it. Credits for this course must be made up by taking a course approved by the department or division chairperson of the student's major department.

<b>Responsible Official(s):</b>	<b>Reference:</b> <i>N.J.S.A.</i> 18A:64A-12(o); BP 6-7
<b>Regulation History:</b> App. 11/99 Rev. 10/01; 08/02; 12/10, 3/17	