

Instructions for Graduate Academic Forgiveness

Request Form (See attached form)

1. Purpose.

This policy is meant to assist students who have experienced a significant challenge to their previous academic performance as a graduate student at Radford University. In some cases, students may have been dismissed or unable to recover academically through probationary allowances due to circumstances beyond their normal control (such as, but not exclusive to, the following examples significant illness, family emergencies, or traumatic events). The policy allows academic forgiveness in which grades earned during a specified period of time are excluded from a student's grade point calculations. This may allow a student to return to the university and complete their original academic program or to start a different program, without being penalized by their prior academic history.

2. Procedures.

- a. Students must complete the 'Academic Forgiveness Request Form' and include a statement describing: 1) how their situation has improved, 2) what additional support they have, compared to their previous semester(s) for which they are seeking forgiveness; and 3) how they will ensure their academic success if re-admitted.
- b. Academic forgiveness requests will be approved or denied by the Dean of the College of Graduate Studies, in collaboration with the program/department. The readmission terms are determined by the program.
- c. All decisions by the Assistant Provost of Graduate Affairs are final. There is no appeal process.
- d. Academic forgiveness requests must be approved before the student is re-admitted or re-enrolled.

3. Policy.

- a. Academic forgiveness may be requested by a previously enrolled graduate student who has not been enrolled for at least two years. Academic forgiveness must be requested for a specified period of time of previous enrollment. Students may request forgiveness for any or all prior semesters (or sessions) preceding the request. If multiple semesters (or sessions) are requested, they must be sequential.
- b. All earned course grades during the requested semester(s) or session(s) will be excluded from GPA calculations; associated credit hours will not count toward graduation requirements.
- c. Although grades will be excluded from GPA calculations, all earned grades will remain on the student's Radford University graduate transcript. Any academic probations, suspensions, academic honesty violations or dismissals will remain on their transcript.
- d. Graduate students may apply for academic forgiveness one time only. The decision is final.
- e. The academic forgiveness request must be approved by the Assistant Provost of Graduate Affairs before the student is re-admitted or re-enrolled.
- f. Students are eligible to apply to the same graduate program they were dismissed from or to a different graduate program. All admissions requirements of the program must be met.
- g. Upon their return, students are restricted to taking no more than 9 credits their first semester or 6 credits in a seven-week 'fast track' session, unless this restriction conflicts with a program's enrollment requirements.
- h. Academic forgiveness may not be requested after earning a degree or a certificate.
- i. Academic forgiveness will not be considered under this policy for dismissals due to violations of professional standards.



**RADFORD UNIVERSITY
GRADUATE STUDENT ACADEMIC FORGIVENESS REQUEST**

Name _____

Date _____

Address _____

Phone _____

Radford

Email _____

Student I.D. _____

Major/Option:

Catalog (Year) _____

Total Hours Completed _____

Advisor _____

Cumulative GPA _____

Request Justification

The information above is, to the best of my knowledge, accurate and complete. I understand that the Radford University Honor Code applies to this petition.

I understand that all recommendations on this form are contingent upon the review of my Academic Record by the Office of Graduate Affairs and Registrar's Office.

Student Signature

Date

Advisor:

Approve

Disapprove

Department Chair:

Approve

Disapprove

Assistant Provost:

Approve

Disapprove

Distribution: 1. Registrar, 2. Office of Graduate Affairs, 3. Advisor, 4. Student