

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: ACADEMIC FORGIVENESS

BASED ON POLICY:

REVISION NUMBER:

OFFICE OF RESPONSIBILITY: ACADEMIC AFFAIRS



PRESIDENT

August 9, 2011

DATE

PURPOSE

The purpose of this procedure is to provide a process for a student with a poor academic record who has not been recently enrolled to gain Academic Forgiveness.

PROCEDURE

- A. The Vice President for Academic Affairs (VPAA) is responsible for the review of the Academic Forgiveness procedure.
- B. Process
 - 1. A student considering Academic Forgiveness must submit a written request to the Registrar's office before the end of the re-enrollment term.
 - 2. The student request will be reviewed by the Registrar and a decision will be made about the request for Academic Forgiveness.

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3. The Registrar is responsible for notifying the student, the dean, and the program director about the decision.
4. If approved, the student's academic records will be adjusted and annotated.

C. Conditions for Applying for Academic Forgiveness

1. Academic Forgiveness is available only to students upon re-entry to the Technical College of the Lowcountry and must be requested.
2. Academic Forgiveness can be applied only once in a student's career at the Technical College of the Lowcountry.
3. A minimum of three (3) years must have elapsed between the end of the term in which the student was last enrolled and the term in which the student is currently enrolled. Academic Forgiveness applies only to the course work taken prior to the term of re-enrollment. Academic Forgiveness does not affect the grades earned after re-enrollment. Forgiven coursework will be notated with the following:
 - FA Forgiven grade of "A"
 - FB Forgiven grade of "B"
 - FC Forgiven grade of "C"
 - FD Forgiven grade of "D"
 - FF Forgiven grade of "F"
 - FS Forgiven grade of "S"
 - FU Forgiven grade of "U"
 - FW Forgiven grade of "W"
 - FWP Forgiven grade of "WP"
 - FWF Forgiven grade of "WF"
4. An approved Academic Forgiveness request means the prior academic record will remain on the student's transcript but the credits and the grade points are not carried forward as a part of the continuing academic record. A notation on the transcript will indicate Academic Forgiveness and the date applied. The credits carried forward will be zero and the grade points carried forward will be zero.

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5. Application of Academic Forgiveness may affect a student's financial aid, particularly federal aid. It is a student's responsibility to determine the consequences of applying for Academic Forgiveness.
6. If a student has been awarded a certificate, diploma, or degree, then Academic Forgiveness cannot be applied to those courses.