



Kutztown University Policy ACA-055

Undergraduate Academic Forgiveness

A. Purpose

The purpose of this policy is to define the circumstances where students, who are readmitted to the university after a separation of at least four years, may have some or all of their past record of courses deleted from their transcripts.

B. Scope

This policy applies to undergraduate students.

C. Key words and phrases:

None

D. Policy & Procedure(s)

The Purpose of Academic Forgiveness

Academic readiness and situational factors may affect the academic performance of undergraduate students, especially first-time students, in the university setting. For a variety of reasons, including poor performance, students separate from the university and involve themselves in work and other life experiences. At present, students with a history of poor performance who choose to return to Kutztown University after years of separation often face obstacles created by their previous academic record.

Rules and Procedure

1. This policy applies to any student who seeks readmission to Kutztown University after having been separated from the university for at least four years.
2. Students must submit a completed Academic Forgiveness Application to the Office of the Registrar at the time of readmission to the University.
3. If granted, the student will start the rest of his/her program of study with a 0.00 GPA.

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4. Academic Forgiveness may only be applied once to a student's academic record.
5. A student who receives Academic Forgiveness must take at least 24 additional credits of graded coursework at KU before a degree will be granted.
6. The GPA calculations and individual course grades earned during the previous period of attendance will remain part of the permanent transcript record.
7. A notation will be made on the transcript indicating that the Academic Forgiveness Policy was applied and that the calculation of the overall GPA is based solely on grades earned after re-admission to the university.
8. Students would keep credits earned previously in courses for which a final grade of "C" or better was recorded. As is the case for transfer credits from other institutions, credits toward a degree will not be granted for courses in which a grade less than "C" was earned during the previous period of enrollment at Kutztown University.
9. This policy does not replace or alter the "10-year" rule and so students must be aware that courses in the major taken over 10 years prior to re-entry may be judged to be not applicable toward a degree.

E. Effective Date

Spring 2004

F. Approved By

University Senate – January 28, 1997
University President – January 28, 1997
University Senate – October 7, 1999
University Senate – May 29, 2004
University President – May 17, 2004

G. Last Review

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