

Pine Technical College

Policy and Procedure

Policy Number: 304

Date:2/5/03

Revision Date:

Division/Department: Student Affairs, Academic Affairs

Author: Phil Schroeder

Subject: Academic Forgiveness

Authorities:

MnSCU Student Policy: 2.9 Satisfactory Progress

MnSCU Academic Policies: 3.25 Degree Granting Authority

3.8 Student Grievance

Purpose:

The purpose of this policy is to provide students who have been away from Pine Technical College for at least seven years, a one-time opportunity to seek *Academic Forgiveness* for prior courses completed, in order to establish a new grade point average (GPA).

Policy:

Students who request *Academic Forgiveness* under this policy must meet the following conditions:

- The student must not have been enrolled at PTC for a minimum of seven consecutive years prior to the point of academic forgiveness.
- The student will be admitted on probationary status and must achieve satisfactory progress minimums (100% completion and 2.3 GPA) during the first term of their admittance.

Procedure:

1. After meeting the criteria outlined above, the student will submit a petition to the Dean of Student Affairs seeking *Academic Forgiveness*. The student will indicate in the petition which semester(s), preceding the seven year time limit, they wish to have considered for *Academic Forgiveness*. *Forgiveness* will only be considered on a semester basis; course by course consideration will not be done.
2. Once approved, the Registrar will make the following adjustments to the student's transcript:
 - The transcript will be separated into two sections indicating the point of *Academic Forgiveness*. *Academic Forgiveness* will be noted on the transcript.
 - No credit will be granted for any course completed at PTC prior to the point of *Academic Forgiveness*. However, the course titles and grades will remain on the transcript.
3. Further calculation of the student's GPA will not include grades recorded prior to the point of *Academic Forgiveness*.

4. There will be no financial redress associated with *Academic Forgiveness*.

Responsibilities: It is the responsibility of the Dean of Student Affairs and Registrar to implement this policy.

Dissemination:

Students will be informed of this policy by the following methods: Inclusion in the College Catalog, the Student Handbook and PTC's Web site. This policy will also be covered at new student orientation sessions. Copies will also be provided to student affairs and academic staff and included in the Faculty and Staff Handbook.

Reviewed by Leadership Team: 2/24/03

Reviewed by Joint Governance: 2/12/03

Approved: _____ Date: _____

Robert L. Musgrove, Ph.D.
President