

# ACADEMIC FORGIVENESS POLICY

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There are two instances in which students can seek academic forgiveness. No student may use Academic Forgiveness more than once.

## 1. Students who have reapplied after an absence.

The first instance is intended to assist readmitted students whose grade point average is below 2.0 and who have reapplied to the university and demonstrate personal growth and motivation to accomplish their educational goals. The policy will allow for up to thirty (30) credit hours of coursework with grades of F or FX to be removed from the calculation of the grade point average.

A period of not less than two years must have passed prior to the student's readmission to the university. The student must submit a petition for academic forgiveness with the application to the university. The appropriate associate dean will meet with the student, review the petition, and make a recommendation. No acceptance decision will be made without the recommendation of the associate dean, after the review of the petition. The admissions office will then process the application and notify the student of the decision. If the student is readmitted, and academic forgiveness granted on the recommendation of the associate dean, the associate dean will notify the Student Records and Financial Services Center that the student has been approved for academic forgiveness, listing the courses affected by the approval.

- For the courses being forgiven, credit hours and original grade will be removed from the calculation of the grade point average.
- Courses which have been forgiven will remain on the student's academic transcript, with a grade of "X" listed to indicate that the course is part of the academic forgiveness policy and not included in the calculation of the grade point average

Once the student has been granted academic forgiveness the student must work with both their department chair and associate dean to review the degree progress and create a comprehensive plan for graduation including the use of campus resources.

The student must meet with the department chair of the intended major to create an academic plan for fulfilling major requirements and be assigned to an advisor. Previously completed courses with content that is no longer academically or professionally current may need to be repeated if the student is returning to the same major that had previously pursued. Decisions regarding the need to repeat courses will be made at the discretion of the department chair and in consultation with the associate dean. If the students is pursuing a new major, course requirements can likewise be reviewed.

Once the department review has been completed, the students will meet with the associate dean to document in writing all details of the academic plan including any repeat courses for the major. The review will include planning for completion of core requirements and free electives. The plan will also include minimum semester and grade point average requirements and any course restrictions or limitations for the first semester. The student must take a minimum of thirty (30) credits at Canisius University to be eligible for a degree. Progress reports will be required during the first semester after academic forgiveness is granted. The student will also be directed to appropriate resources such as tutoring, counseling

and accessibility support services. Failure of the students to meet the forgiveness agreement will result in automatic dismissal from the university.

## 2. Academic Reset

The second instance of academic forgiveness relates to undergraduate students who are changing their majors, or previously undeclared students who are now declaring a major. These students may petition the associate dean for academic forgiveness for up to five (5) courses taken in the two semesters previous to the request. Only courses in which the student earned a grade of C-, D, F, or FX are eligible for forgiveness. The associate dean will consult with the department chair of the new major to consider the request. If approved, the associate dean will notify the Student Records and Financial Services Center that the student has been approved for academic forgiveness, listing the courses affected by the approval.

- Courses with a failing grade which have been forgiven will remain on the student's academic transcript with a grade of "X" listed to indicate that the course is part of the academic forgiveness policy and not included in the calculation of the grade point average.
- Courses with a C- or D grade which have been forgiven will remain on the student's academic transcript with a grade of "XP" listed to indicate that the course is part of the academic forgiveness policy and not included in the calculation of the grade point average. Credit hours are earned with a grade of XP.
- Grades of "A" through "C," and grades for courses not included in academic forgiveness will not be changed.

It is the student's responsibility to contact the Student Records and Financial Services Center to confirm the financial aid outcome and the available options in the case of Academic Forgiveness.