

Academic Forgiveness Procedure	Procedure Number	2.5P
	Effective Date	December 6, 2004

1.0 PURPOSE

The Academic Forgiveness Procedure pertains to students with a poor academic record from earlier college work at Laramie County Community College. The goal of this procedure is to explain the process through which a student may ask for academic forgiveness, and how the College will consider that request. Academic Forgiveness Policy 2.5 is the overarching policy for this procedure.

2.0 REVISION HISTORY

Adopted on: 12/6/04
 Revised on: 9/6/13

3.0 PERSONS AFFECTED

Eligible Students

4.0 DEFINITIONS


N/A

5.0 PROCEDURES

- A. Eligibility
 - 1) The student must be a currently enrolled degree- and or certificate-seeking student at Laramie County Community College.
 - 2) A student may petition for academic forgiveness for:
 - a. **One semester of prior coursework.** The student must have experienced a break in enrollment at LCCC for a minimum of 12 months prior to applying for readmission.
 - OR**
 - b. **All previous coursework taken at LCCC.** The student must have experienced a break in enrollment at LCCC for a minimum of five (5) years prior to applying for readmission.
 - 3) Upon returning, a minimum of 12 semester hours must be completed with a cumulative grade point average of 2.5 or higher before applying for academic forgiveness.
 - 4) Students may apply for and be granted academic forgiveness only once.
 - 5) A petition for academic forgiveness will not be considered if a degree has been earned from LCCC subsequent to the semester in question.
 - 7) Students’ financial aid or athletic eligibility is not affected by being granted academic forgiveness.

- B. Procedure
 - 1) Students must discuss requests for academic forgiveness with their academic advisors to determine if this is an appropriate action.
 - 2) Upon recommendation of the student’s academic advisor, students may apply for academic forgiveness by writing a letter to the Registrar.

- a. Student letters should explain why they are applying for forgiveness and why they believe they should be approved. The letter should also describe the time period for which the student is requesting forgiveness.
 - b. The student's academic advisor or dean should write a letter to the Registrar in support of the student's request.
 - c. In reviewing the petition, the Registrar or his/her designee may request additional information as needed.
 - d. The Registrar or his/her designee will provide a written decision to the student and his/her academic advisor within fifteen (15) working days following receipt of the petition.
- 3) If academic forgiveness is granted, all course work taken, even hours completed satisfactorily, during the period for which academic forgiveness is granted will be disregarded in the cumulative grade point average.
 - 4) If academic forgiveness is granted, any course that is required for a degree and/or certificate must be satisfactorily retaken if it was taken during the period for which academic forgiveness was granted.
 - 5) If academic forgiveness is denied, the student may appeal the Registrar's decision in writing to the Vice President of Student Services within fifteen (15) working days following receipt of the denial letter. The Vice President of Student Services may request additional information. The VPSS will notify the student, the student's academic advisor, and the Registrar of his/her decision within fifteen (15) days of the receipt of the appeal.
 - 6) When academic forgiveness is granted, the term "ACADEMIC FORGIVENESS" will be reflected on the transcript for the affected period.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s) (for revisions)	Judy Hay, Student Services Vice President	5/28/13
Approval by President's Cabinet		5/28/13
Ratified by College Council	Co-chair Kari Brown-Herbst	9/6/13
Approval by President (Signature)		9/6/13