



RU Policy No. 0.4

Responsible Division: Office of Academic Affairs

Last Revised: 07/2018

Revised Effective Date: 08/2018

Academic Forgiveness Policy and Procedure

Policy Statement

Roosevelt University understands that some of its former undergraduate students would like to return to the University with a relatively fresh start. Accordingly, this Policy and Procedure governs the means through which a former undergraduate student may petition the University for academic forgiveness.

The University reserves the right to modify or amend this Policy and Procedure at any time, at its sole discretion. Any change to this Policy and Appeals Procedure will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy and Procedure does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer.

Unless otherwise stated, the following terms shall apply to this Policy and Appeals Procedure:

- **“Employee”** shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.
- **“Student”** shall refer to any prospective, current, or past Roosevelt University undergraduate student who is seeking their first bachelor’s degree.

Policy and Procedure

Eligibility

A Student who has been away from the University for at least three (3) years or more may be eligible to submit a petition for Academic Forgiveness; however, Academic Forgiveness may not be available to all Students in all degree programs. A Student may only be granted Academic Forgiveness one time.

No student who is an undergraduate student seeking their second degree, a graduate student, or any student who left the University on academic suspension shall be eligible for Academic Forgiveness under this Policy and Procedure.

For additional information about eligibility, please contact the Office of Undergraduate Advising.

Deadlines

The deadline to petition for Academic Forgiveness for return (a) in the Fall term is August 1 of that year, or (b) in the Spring term is December 1 of the previous year. No Student may petition for Academic Forgiveness to return during the Summer term.

Application Procedures

To petition for Academic Forgiveness, the Student shall:

1. Complete an Application for Readmission. Indicate on the Application that they would like to learn more about Academic Forgiveness. The admission counselor will provide them with additional information.
2. Complete an Application for Academic Forgiveness, including a Statement of Appeal. This Statement is an essay of approximately 3-5 paragraphs/750 words that communicates to the University why it should grant the petition.
3. The Office of Admission will notify the Student of the admission decision and inform the Student of next steps. If the Student has been readmitted, they must make an appointment with Academic Advising to complete the Academic Forgiveness form and review courses that should be excluded.

Guidelines and Rules after Readmission

Once a Student has been readmitted, the following rules and restrictions apply:

1. The Student must follow the degree requirements in effect at the time of readmission.
2. Up to 30 credit hours of grades with a grade of D+ or lower will be excluded from the Student's grade point average.
3. Excluded courses may not be used toward any degree requirements.
4. A transcript hold will be placed on the Student's record to prevent the release of their official transcript until they have completed one full semester back at the University.
5. The Student must earn a grade of C or better in all courses during their first semester back at the University. A Student who fails to meet this requirement will have the Academic Forgiveness withdrawn and the Student's status will return to its status prior to the Academic Forgiveness.

6. Academic Forgiveness may have additional implications with respect to financial aid. The Student is encouraged to consult with a financial aid counselor early in the process to understand the applicable framework.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

None.

Revision and Implementation

The Provost and Executive Vice President for Academic Affairs shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

The following shall have the authority to establish any procedures necessary to implement this Policy:

- Provost and Executive Vice President for Academic Affairs (and/or, as authorized by the EVP, the University Registrar); and
- Vice President for Enrollment Management and Athletics (and/or, as authorized by the VP, the Director of Financial Aid or Director of Enrollment Management).