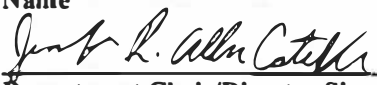


GANNON UNIVERSITY
Academic Review Approval –Signature Page

Name of Proposal: Graduate Academic Forgiveness Policy Version: 1

Faculty Originator Contact Information:

<u>Jenny Allen Catellier</u>	<u>Graduate Council</u>	<u>x5626</u>	<u>allenca001@gannon.edu</u>	<u>2/3/21</u>
Name	Department	Telephone #	email address	Date
<u></u>				<u>2/3/21</u>
Department Chair/Director Signature Affirming Faculty Support				Date

COMMENTS:

Liberal Studies Committee Date
NOTE: The review and signature of the Director of Liberal Studies is required only for proposals that may have a significant impact on the Core Curriculum.

COMMENTS:
 2/3/21


Graduate Council Date
NOTE: The review and signature of the Chair of Graduate Council is required only for proposals relating to Graduate Studies.

COMMENTS:

Distance Education Date
NOTE: The review and signature of the Director of Distance Education is required for proposals that involve hybrid or online courses.


COMMENTS:
 2/9/2021

College Academic Affairs Committee Date

COMMENTS:
 4/1/2021

Dean of the College Date
 4/13/21

University Academic Affairs Committee Date

COMMENTS:
 5.3.21

Vice President for Academic Affairs Date

COMMENTS:

President Date

COMMENTS:

Prior coursework with a grade of B can be reviewed by the (new) Program Director. Grades will NOT carry into the new program GPA; credits need to be evaluated to determine any transferability and will be subject to the graduate transfer credit policies. There is no guarantee of any credits from prior coursework transferring to the new program of study. Coursework for which you would like review for transferability must be documented below. The (new) Program Director's Decision on those courses must be documented in the last column (below) prior to submitting this application to the Dean and Registrar for signatures.

Course Info (prefix, number, section)	Course Title	Semester Taken	Grade Earned	(New) PD Decision (Transfer, Yes/No)	Notes (if any) re: Credit Transfers

Students must obtain the signature of the new Program Director and the Dean (where the new program is housed) before submitting the form to the Registrar's Office. After 9 credits are completed in the new program of study, the student will be notified of the decision to approve or deny his/her application for Academic Forgiveness.

Student Signature & Date:

Program Director (New Program) Signature & Date:

Dean (New Program) Signature & Date:

Registrar Signature & Date:

- **Budgetary Implications:** *None.*
- **List of Any Departments/Programs Affected by the Changes:**
- *All academic departments that offer graduate degree and/or certificate programs are potentially affected. Exceptions for certain programs where AF cannot be applied are noted in this proposal and that any accreditation requirements will supersede this proposal for those programs.*

GANNON UNIVERSITY
Academic Review Approval –Signature Page

Name of Proposal: Graduate Academic Forgiveness Policy Version: 1

Faculty Originator Contact Information:

Jenny Allen Catellier Graduate Council x5626 allenca001@gannon.edu 2/3/21
Name Department Telephone # email address Date

Jenny R. Allen Catellier 2/3/21
Department Chair/Director Signature Affirming Faculty Support Date

COMMENTS:

Liberal Studies Committee Date

NOTE: The review and signature of the Director of Liberal Studies is required only for proposals that may have a significant impact on the Core Curriculum.

COMMENTS:

Jenny R. Allen Catellier 2/3/21
Graduate Council Date

NOTE: The review and signature of the Chair of Graduate Council is required only for proposals relating to Graduate Studies.

COMMENTS:

Distance Education Date

NOTE: The review and signature of the Director of Distance Education is required for proposals that involve hybrid or online courses.

COMMENTS:

Jill Morris 2/16/21
College Academic Affairs Committee Date

COMMENTS:

Don Lindley 2/16/21
Date

Dean of the College Date

Carolyn Gallatin 4/13/21
University Academic Affairs Committee Date

COMMENTS:

Vice President for Academic Affairs Date

COMMENTS:

President Date

COMMENTS:


Presented to the Board of Trustees Date _____ Approved YES NO

Approved by UAAC and Faculty Senate May 2018

GANNON UNIVERSITY
Academic Review Approval –Signature Page

Name of Proposal: Graduate Academic Forgiveness Policy Version: 1

Faculty Originator Contact Information:

<u>Jenny Allen Catellier</u>	<u>Graduate Council x5626</u>	<u>allenca001@gannon.edu</u>	<u>2/3/21</u>
Name	Department Telephone #	email address	Date
			<u>2/3/21</u>
Department Chair/Director Signature Affirming Faculty Support			Date

COMMENTS:

Liberal Studies Committee **Date**
NOTE: The review and signature of the Director of Liberal Studies is required only for proposals that may have a significant impact on the Core Curriculum.

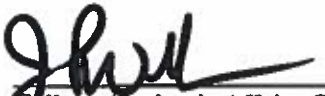
COMMENTS:

2/3/21

Graduate Council **Date**
NOTE: The review and signature of the Chair of Graduate Council is required only for proposals relating to Graduate Studies.

COMMENTS:

Distance Education **Date**
NOTE: The review and signature of the Director of Distance Education is required for proposals that involve hybrid or online courses.

COMMENTS:

2-22-21

College Academic Affairs Committee **Date**

COMMENTS:
Morosky AAC had no comments or concerns regarding the policy change.



Dean of the College **Date**



University Academic Affairs Committee **Date**
4/13/21

Vice President for Academic Affairs **Date**

President **Date**

COMMENTS:

Prior coursework with a grade of B can be reviewed by the (new) Program Director. Grades will NOT carry into the new program GPA; credits need to be evaluated to determine any transferability and will be subject to the graduate transfer credit policies. There is no guarantee of any credits from prior coursework transferring to the new program of study. Coursework for which you would like review for transferability must be documented below. The (new) Program Director's Decision on those courses must be documented in the last column (below) prior to submitting this application to the Dean and Registrar for signatures.

Course Info (prefix, number, section)	Course Title	Semester Taken	Grade Earned	(New) PD Decision (Transfer, Yes/No)	Notes (if any) re: Credit Transfers

Students must obtain the signature of the new Program Director and the Dean (where the new program is housed) before submitting the form to the Registrar's Office. After 9 credits are completed in the new program of study, the student will be notified of the decision to approve or deny his/her application for Academic Forgiveness.

Student Signature & Date:

Program Director (New Program) Signature & Date:

Dean (New Program) Signature & Date:

Registrar Signature & Date:

- **Budgetary Implications:** *None.*
- **List of Any Departments/Programs Affected by the Changes:**
- *All academic departments that offer graduate degree and/or certificate programs are potentially affected. Exceptions for certain programs where AF cannot be applied are noted in this proposal and that any accreditation requirements will supersede this proposal for those programs.*

Graduate – Academic Forgiveness Policy

- **Proposal Submitted By:**
Graduate Council, Academic Policies Subgroup – Amy Doolan, Julia Mack, Steve Frezza With Zach Hopkins
- **Proposal Summary:** *To establish a policy and official language regarding academic forgiveness at the graduate level*
- **Description of Changes:** *The current graduate Catalog does not have an academic forgiveness policy in place for students who leave Gannon and plan to return and enter a different graduate program. The current Catalog addresses only situations where students wish to change graduate degree programs (without actually leaving Gannon in between the switch). The current policy states:*

Changing Graduate Programs

Graduate students who are enrolled in one program may seek to switch into another graduate program at Gannon. The decision to accept such transfers is at the discretion of the new program director and, for students whose cumulative grade point average is below 3.0, the respective Academic Dean.

Students who change programs are required to meet with the new program director and have a new program plan developed. While all courses taken will remain on a single graduate transcript, it will be the prerogative of the new director to select courses from those previously completed to become part of the new program requirements.

For purposes of the Academic Program GPA computation, the new program director/coordinator will compute a grade point average based on the courses which are required for that program. At the time that the new program director interviews a student, a letter identifying the courses factored into the GPA is to be shared with the student and placed in the student's graduate file.

Since the existing policy does not address academic forgiveness (AF) for students who leave Gannon and return, we investigated the policies and practices at graduate degree granting institutions to review their approach.

The most frequently mentioned aspects of the policy from our research were:

1. *How much time away from the Institution must a student take to apply for AF?*
2. *Is there a minimum GPA that must be met for the first X number of credits upon readmission to proceed with the AF process?*
3. *Can any of the prior coursework earned at the Institution (from the prior graduate program) count for credit (not grades, no GPA impact) towards degree requirements in the new program?*

A summary of those factors revealed that with reference to (1) – The majority of the schools we researched had a two-year time away (24 consecutive months), only two required three years and one required five years. None that we sampled had less than two years.

(2) 56% of the schools in our sample required at least a 3.0 GPA on the first 9 credits in the "new" graduate program to proceed with the AF process.

(3) 67% of the schools in our sample allowed prior coursework with grades of B or better to transfer into the new program requirements, thus not taking an all-or-nothing approach. These courses did not count towards the new GPA, but at the discretion of the Program Director of the

new program, could, subject to the University transfer credit policy, fulfill new program requirements.

Greatest consistency with other graduate program policies seems to suggest the following proposed policy to be most appropriate:

Graduate Program Policy on Readmission/Academic Forgiveness

A. Purpose and Scope

The Academic Forgiveness Policy is intended to assist former Gannon University graduate students whose cumulative Gannon University Graduate GPA is below 3.00 to enroll in a graduate program without having to overcome the burden of prior unsatisfactory academic performance. Any former student who has not been enrolled in graduate course work for at least 24 consecutive months is eligible to apply for academic forgiveness. Academic forgiveness sets aside all former grades earned as a Gannon graduate student so that previous grades will not be calculated into the student's cumulative graduate GPA.

Credits for courses with grades of B or better earned in a prior graduate program may transfer into the new graduate program and count towards total credits needed for degree completion in the new program. The courses themselves will need to be evaluated by the new Program Director to ascertain whether they match an equivalent course in the new program; otherwise, they will be electives. Please note, there is no guarantee that prior credits will transfer into the new program. Transferability of credits is dependent on program curriculum and program discretion. **Grades** for courses with a B or better (and all other grades earned in a prior graduate program) do not carry into the new graduate program under the academic forgiveness policy.

Graduate students who were dismissed from a Gannon University graduate degree program due to academic action (i.e., cumulative GPA was less than the required for the degree program enrolled), are not automatically readmitted. Students dismissed for unsatisfactory academic performance must apply for readmission through the Office of Graduate Admissions. Applications for readmission must be submitted in advance of the term in which the graduate student intends to enroll.

B. Eligibility

To be eligible for academic forgiveness, the student must:

- a. Be accepted through the readmission process with the Office of Graduate Admissions to a graduate degree program other than that for which they were previously enrolled.
- b. Submit an **Academic Forgiveness Request** (See P. 3 of this document for a sample) to the Program Director of the program they wish to be admitted to; this request must be approved by the Program Director and Dean of the College before the student can register for any graduate credits in the program.
- c. Earn a minimum grade point average of at least 3.0 in the first nine (9) graduate credit hours completed since returning

- d. Academic forgiveness will not apply to doctoral or clinical doctorate programs.

C. Effects of Approved Academic Forgiveness

Assuming the above eligibility requirements are met, the following will happen:

- a. All graduate-level **grades** earned at Gannon University prior to reentry are excluded from the calculation of the overall graduate GPA
- b. Each grade that is subject to this policy will remain on the student's official graduate transcript, but academic forgiveness sets aside all former grades earned as a Gannon University graduate student such that previous grades will not be calculated into the student's cumulative graduate GPA
- c. All former grades earned at Gannon University in a graduate program of below a "B" are excluded from counting towards any degree requirements in other Gannon University graduate programs or certificates. Prior coursework where grades of "B" or better were earned would be subject to the review of the (new) Program Director/Coordinator and the transfer credit policy in assessing the transferability of prior coursework towards new program coursework.
- d. Note: There is no guarantee an application for academic forgiveness will be approved. In some cases, accreditation standards or other oversight bodies for a particular degree or certificate program may prohibit the utilization of academic forgiveness. In these cases, their standards will supersede the Gannon University policy.

D. Conditions

- a. Any former student not enrolled in graduate course work for at least 24 consecutive months is eligible to apply for academic forgiveness.
- b. Any prior semesters' academic dishonesty violations, probations, suspensions, or dismissals noted in the student's academic records will remain.
- c. Academic forgiveness cannot apply once a student earns a graduate degree or certificate
- d. Academic forgiveness can only be applied to a student's academic record one time, regardless of the number of times a student applies to or takes courses in a Gannon University graduate degree or certificate program.
- e. Each appeal for academic forgiveness will be considered on a case-by-case basis. If granted, the Registrar's Office will recalculate the GU graduate cumulative GPA accordingly. The courses and grades will remain a part of the student's academic record. A notation will appear on the transcript indicating the student was approved for academic forgiveness.

Academic Forgiveness – Graduate Student Request Form (SAMPLE)

Student Name:
Gannon Email Address:
Gannon ID#:
Mailing Address:
Current Phone:
Current (New) Graduate Program:
Program/Certificate from Which Academic Forgiveness is being sought*:

***Note: All previous completed coursework from the program above will be wiped out of the calculation of the GPA for the Current (New) Graduate Program you are entering. The grades will remain on your graduate transcript. A notation will be made as of the date that academic forgiveness is applied. Prior coursework with a grade of B can be reviewed by the (new) Program Director. Grades will NOT carry into the new program; credits need to be evaluated to determine any transferability and will be subject to the graduate transfer credit policies. There is no guarantee of any credits from prior coursework transferring to the new program of study. Coursework for which you would like review for transferability must be documented below.**

Please read and initial the following points – then sign that you acknowledge the conditions of your request for Academic Forgiveness. Any student requesting Academic Forgiveness must be accepted/enrolled in a different graduate degree program or certificate than the one in which they were enrolled during the semester(s) of the work to be forgiven, and must have been out of the previously enrolled program for a period of at least two consecutive years (24 months) after attempting the work to be forgiven. If you are unclear about any of these conditions, you should ask for explanation before continuing.

_____ By requesting academic forgiveness for my academic work (from the above-stated semester(s)) I realize that **the course work will still appear on my Gannon University graduate transcript, but that it will no longer be factored into the calculation of my institutional or overall grade point average.**

_____ Once my request for academic forgiveness is approved, I understand **I cannot request academic forgiveness again for any additional Gannon University graduate course work.**

_____ I acknowledge that my application for academic forgiveness is **contingent upon my earning a minimum of grade point average of at least 3.0 for the first nine (9) graduate credit hours I take in my new program of study.**

_____ I acknowledge that once academic forgiveness is granted and executed that it **cannot be reversed.**

Prior coursework with a grade of "B" can be reviewed by the (new) Program Director. Grades will NOT carry into the new program GPA; credits need to be evaluated to determine any transferability and will be subject to the graduate transfer credit policies. There is no guarantee of any credits from prior coursework transferring to the new program of study. Coursework for which you would like review for transferability must be documented below. The (new) Program Director's Decision on those courses must be documented in the last column (below) prior to submitting this application to the Dean and Registrar for signatures.

Course Info (prefix, number, section)	Course Title	Semester Taken	Grade Earned	(New) PD Decision (Transfer, Yes/No)	Notes (if any) re: Credit Transfers

Students must obtain the signature of the new Program Director and the Dean (where the new program is housed) before submitting the form to the Registrar's Office. After 9 credits are completed in the new program of study, the student will be notified of the decision to approve or deny his/her application for Academic Forgiveness.

Student Signature & Date:

Program Director (New Program) Signature & Date:

Dean or Associate Dean (New Program) Signature & Date:

Registrar Signature & Date:

- **Budgetary Implications:** *None.*
- **List of Any Departments/Programs Affected by the Changes:**
- *All academic departments that offer graduate degree and/or certificate programs are potentially affected. Exceptions for certain programs where AF cannot be applied are noted in this proposal and that any accreditation requirements will supersede this proposal for those programs.*

