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Senate Policy on Academic Forgiveness

1. Purpose

The Senate on Saint Mary's University has established regulations to allow students who meet the criteria to receive academic forgiveness and exclude their previous grades from CGPA calculations.

2. Jurisdiction

This policy applies to CGPA calculations for purposes of scholarships, distinctions, entrance to honors programs, and other relevant matters for undergraduate students who have had a period of absence from Saint Mary's University for at least 3 years, or students who have successfully switched their degree and have demonstrated acceptable academic performance following the switch. If CGPA calculations of external awards, scholarships, etc. have a set criteria, this policy does not apply in those specific cases.

3. Rationale

This policy will allow students to save time and resources that they may otherwise invest in repeating courses to improve their standing. Transfer students come in with the credits from their previous university courses but not the CGPA implications, and this policy give our students an equal footing. It also does not encourage Saint Mary's students to transfer away.

4. Definitions

- i. Acceptable academic performance:
Completion of a minimum of 15 credit hours with a GPA of at least 2.0 after switching degrees or upon return from a period of absence as outlined above.
- ii. Forgiveness period:
The semesters completed before the period of absence or degree switch, on which academic forgiveness will be applied.

5. Outcome

- i. In the case of a degree switch, credits can be accepted for courses that meet the core requirements of the new degree if the student has achieved a grade of C or above in those courses and indicates they want the credits. In the case of returning after a period of absence, the decision of accepting previous credits lies entirely with the Faculty.
- ii. A record of all coursework completed, including the original grades that were obtained, will remain on the transcript. The transcript will have a notation of Academic Forgiveness for the terms for which the student receives forgiveness.
- iii. No grades in a given semester will count toward CGPA calculations unless these are considered degree requirements.

6. Restrictions:

- i. Students can only apply for Academic Forgiveness once.
- ii. Students must complete at least half the credits required for their academic program after Academic Forgiveness was applied, before they are eligible to graduate from Saint Mary's.
- iii. Punitive grades assigned during the forgiveness period, due to cases of academic discipline, will not be exempt from CGPA calculations.

7. Procedure

- i. A student who meets the outlined criteria can apply for Academic Forgiveness by filling out a form available in the Registrar's office.
- ii. The application is then reviewed by the Registrar and representatives from the Faculty in which the student belongs. This includes reviewing the student's file to check for records of academic discipline and resultant punitive grades.
- iii. The Faculty representatives (as selected by the Dean of the Faculty in which the student belongs), review the previous courses taken and decide which courses the student can receive credits to carry forward.
- iv. The decision is communicated to the Registrar's office who then applies the Academic Forgiveness, if approved, and places the notation on their transcript. The student is also informed.

Version History Version. #	Date Changed	Updated by	Description of Change
1.0	Dec 13, 2019	Senate Academic Regulations Committee	Document creation
1.1	December 18, 2020	Senate Academic Regulations Committee	Correct error in section 2 Jurisdiction.