University Procedure 260

Section 1. Purpose

Academic forgiveness promotes a learning environment in which students who improve their academic performance can renew their commitment to academic success and earn their degree. This procedure clarifies how students seek academic forgiveness and how their educational records will be maintained.

Section 2. Definitions

- Credit-bearing courses: Metro State University courses in which a student earned a grade of A, B, C, D, or S. See University Policy 2080, Grading Policy.
- Cumulative Grade Point Average (GPA): the average of all grades earned at Metro State and is calculated as described in University Policy 2080 and by the Registrar’s Office.
- Financial Aid Eligibility: a student’s eligibility for federal financial aid as well as additional forms of financial aid. According to federal regulations, credits and grades for which students have been granted academic forgiveness must continue to be included when determining the cumulative GPA, percentage of credits completed, and the maximum time frame calculations.
- Non-credit-bearing courses: Metro State University courses in which a student received, or currently has, a grade of F, W, N/C, I, or IP.
- Satisfactory Academic Progress (SAP): Defined in University Policy 2060, the terms by which students are placed on or removed from academic warning or suspension. SAP minimum completion rates and grade point averages are also applied to determine financial aid eligibility.

Section 3. Procedure

A. Eligibility.

The eligibility requirements listed in Policy 2600 shall be applied as follows
i. The six (6) consecutive semesters includes summer terms.

ii. Academic challenges will have been such that the student’s GPA and completion rate prior to separation results in warning, suspension, or a cumulative record that makes it unreasonably difficult for the student to complete a degree without academic forgiveness. For example, a student who stopped out and is readmitted in good academic standing with a GPA above 2.0 would not normally be considered for academic forgiveness.

iii. The admissions office will conduct the readmission process as usual for all students.

iv. Students seeking academic forgiveness must meet with their academic advisor a minimum of one time (in person, virtually, or by phone).

v. If a student enrolls in more than the minimum six (6) credits, their minimum average GPA will be based on all the credits enrolled or earned at the time the student applies for academic forgiveness. Students may complete this requirement in one (1) semester instead of two (2).

B. Process:

i. Admissions counselors and academic advisors shall inform students about academic forgiveness as part of their reentry to the university. This information should include advisement that credit-bearing grades are also removed from future GPA calculations, in other words, that the student’s GPA will be reset to 0.0, as when they were first admitted.

ii. After meeting all eligibility requirements, students seeking academic forgiveness complete an Academic Forgiveness application and submit the completed form to the Registrar.

iii. If the student is eligible for academic forgiveness based on their complete credits and earned grades within the first two semesters, the application will be approved.

C. Implementation: Once academic forgiveness has been approved,

i. Academic forgiveness will be noted on the transcript at the time it occurs.

ii. Metro State course grades earned during the semesters prior to the break in attendance and readmission will remain visible on the student’s transcript, but will not be included in the calculation of the student’s overall GPA.
iii. All prior credit-bearing courses (those having grades of A, B, C, D, or P) will still count as earned credits and apply to degree requirements.

iv. All prior non-credit-bearing courses (those have grades F, W, U, I, or IP) will not count as earned credit.

Section 4. Authority

This procedure is issued pursuant to the Board Policies and System Procedures of the Minnesota State Colleges and Universities system and the policies and procedures of Metropolitan State University.

Section 5. Effective Date

This university procedure shall become effective upon signature by the president, and shall remain in effect until modified or expressly revoked.

Section 6. Responsibility

The Provost or their designee is responsible for implementation of this procedure.

Section 7. Review

This procedure shall be reviewed on a biennial basis or as needed.

Section 8. Signature

Issued on this date: July 1, 2024

Virginia "Ginny" Arthur

President

Date of Implementation: 07/01/2024
Date of Last Review: n/a
Date and Subject of Amendments: n/a
Additional History and/or Revision Dates: n/a