



ADMINISTRATIVE POLICY #03.10.06 ACADEMIC FORGIVENESS POLICY

**Policy Title:** Academic Forgiveness Policy

**Policy Type:** Administrative

**Policy Number:** ADM Policy # 03.10.06 (2020)

**Legal Authority:** Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

**State Board Policy:**

**Approval Date:** April 29, 2020

**Responsible Office:** Academic Affairs

**Responsible Executive:** Vice President of Academic Affairs

**Applies to:** College Community

## **POLICY STATEMENT**

The Academic Forgiveness Policy is designed to allow students to have grades earned in previous academic terms excluded from the overall calculations of their accumulative grade point averages. This will allow students who have had previous poor academic records an opportunity to facilitate new educational goals. Therefore, a student who has not been in attendance for a minimum of seven (7) years may petition for Academic Forgiveness. If a person's petition is approved, all courses taken at Denmark Technical College, attempted and completed prior to the seven (7) years' limitation, will be eliminated from computations and grade point averages. This includes courses that were completed with satisfactory grades. However, the courses will remain on the student's transcript.

A student may petition for Academic Forgiveness only once.

Procedures for pursuing Academic Forgiveness are as follows:

1. Submit a Re-Admissions Application
2. Completed an Academic Forgiveness Form
3. Submit a letter explaining the reason(s) why Academic Forgiveness should be considered. Your letter should be addressed to the Academic Appeals Committee. The committee will determine if the petition for Academic Forgiveness is approved.
4. The appeal should be submitted 20 days prior to the semester of enrollment. Once the appeal has been granted for Academic Forgiveness, the student must meet all the program admission requirements at the time of enrollment to Denmark Technical College.

Students who are denied a petition for academic forgiveness may appeal in writing to the Vice President of Academic Affairs within 5 days of the committee’s decision. A copy of the Academic Forgiveness Form will be maintained in the Office of the Registrar. This local policy does not override the State or Federal policies related to determination of scholarships or Financial Aid.

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## **DEFINITIONS**

*There are no definitions associated with this policy.*

## **CONTACT(S)**

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required by Presidential Policy #02.30.06.01 (2020) *Policy Classification and Numbering System* through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

## **STAKEHOLDER(S)**

College community; more specifically, students (including Dual credit) and faculty

## **TITLE: POLICY CONTENTS PUBLICATION**

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of

approval;

- Post the policy on the College's webpage and all other related webpages, in the student handbook, and the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

## **REVIEW SCHEDULE**

- Next Scheduled Review: April 29, 2022
- Approval by, date: Area Commissioners, N/A
- Revision History: None
- Supersedes: N/A

## **RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

## **FORMS**

*There are no forms associated with this policy.*