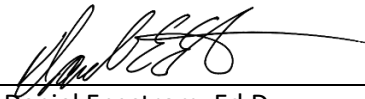


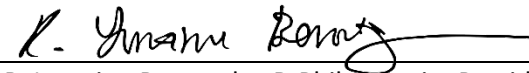
Policy AC069: Academic Grade Forgiveness

Recommended for Approval by:



Daniel Engstrom, Ed.D.
Interim Provost and Vice President of Academic Affairs,
Pennsylvania Western University

Approved by:



R. Lorraine Bernotsky, D.Phil., Interim President,
Pennsylvania Western University

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A. Intent

To outline the process by which a student may request Academic Grade Forgiveness during their academic career.

B. Definition(s)

Grade Forgiveness – the changing of a deficit grade to a “W”

C. Policy

Students who have not been successful in a course have every opportunity to repeat the course in a future semester and have the original deficit grade replaced with a better grade as outlined in PASSHE policy SA-022B.

With the migration to a completely new academic catalog in Fall 2023, undergraduate students who have a deficit grade from a legacy California, Clarion or Edinboro university course(s), may not have the same option to resolve a previously earned grade. This can occur when the preceding course that had the deficit grade does not have a PennWest equivalent.

To remedy this – students may request up to two (2) academic forgiveness grades during their academic career. The following conditions apply:

- Course(s) being requested for grade forgiveness must be a legacy California, Clarion or Edinboro course.
- Course(s) must not have a PennWest equivalent.
- Course(s) that have a grade higher than a “C-“are not applicable.

- Changing grades in the range of “D-, D or D+” will result in the loss of earned credit-hours and may negatively impact a student’s academic and financial progress.

Once approved, the final grade in the legacy course will be updated in academic history to a “W” withdrawal grade.

Having a deficit grade changed to a “W” may or may not impact items related to Academic Standing and/or Satisfactory Academic Progress (SAP) from the Office of Financial Aid.

D. Procedure

1. Student will complete the Academic Grade Forgiveness Form located on the Office of the Registrar website or by contacting the Office of the Registrar
2. Office of the Registrar will review the request to determine if the student's course(s) meet the above listed criteria
3. If approved, the final grade will be modified in the academic history to a “W” and the student will be notified.
4. The Office of Financial Aid will also be notified as changing that final grade from a deficit grade to a withdrawal may or may not impact the student's financial aid.

E. Related Policies

Policy AC008: Fresh Start

Academic Standing – Undergraduate Students Policy (AC006)

Graduation Requirements Policy (AC028)

Readmission Policy (AC049)

F. Contact Information

For additional information, please contact the Office of the Provost.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.