

Title: Academic Forgiveness	Number: 4.05.0510.23
Approved by the Board of Governors Date: July 2010	Implementation Date: July 2010
Revised: February 21, 2017	
History: Scheduled Review Date: July 2020	Origin:

RATIONALE

The College recognises that circumstances may change in the lives of students who have had a history of poor academic performance, and therefore extends to those students an opportunity for grade forgiveness through the Academic Forgiveness policy. Through this policy, the College seeks to empower and support students in the areas of academic responsibility and personal discipline, thus fostering their success in the College environment.

DEFINITION

Academic Forgiveness: Academic Forgiveness is defined as a policy that removes failing grades from any instructional (academic/vocational/occupational/technical) work completed at HLSCC from the calculation of a student's grade point average prior to the time of re-enrolment under Academic Forgiveness status. Once a student is accepted for enrolment under this policy, discounted work will not be considered toward calculating the grade point average from that date forward, although all prior grades will appear on the official transcript.

POLICY

The Academic Forgiveness policy allows for the calculation of a student's grade point average toward graduation to be based on work completed after returning to College and any previous qualifying credits. Credits may be transferred forward from previous work at HLSCC if they carry at least a 2.0 grade point average and qualify as pre-requisites toward programme and graduation requirements. A student not under citizenship suspension may only apply for academic forgiveness after two (2) years absence from the

College. Upon application to the programme, an audit will be conducted of the student's transcript and a course of study will be established. A special advisor will be assigned to the student to monitor progress and guide the student's re-entry into the college environment.

A student applying for Academic Forgiveness will be admitted on academic probation, and Academic Forgiveness will take effect only after successful completion of nine (9) credit hours and the attainment of a grade point average of 2.5 or higher. All prior grades will appear on the official transcript. Students who have successfully met the requirements of Academic Forgiveness will be eligible for all academic honours for which they qualify.

The academic forgiveness policy is applicable for a total of four courses, or a maximum of 16 credits. If the student repeats the same course more than once, only the original grade can be excluded from the calculation of the overall GPA. Only courses with grades of "D" or "F" can be forgiven. Transfer grades are not used in the calculation of the student's GPA.

Once Academic Forgiveness has been invoked, and a course grade declared forgiven, that decision is irrevocable. The assigned advisor should be consulted in all cases where academic forgiveness is being contemplated and/or requested. The student is responsible for notifying the Registrar's office of his/her application to invoke the forgiveness policy. The notation of "Academic Forgiveness" will be recorded on the student's transcript in cases where Academic Forgiveness was invoked.

PROCEDURE

Students may apply for Academic Forgiveness by contacting the Registrar's Office and completing the requisite documentation. The application should contain a narrative explaining the extenuating circumstances or life changes that would contribute to continued academic success.

To be eligible for Academic Forgiveness, the following criteria must be met:

- Students should not have been enrolled in coursework at HLSCC for a minimum of (2) two years;
- Students should not be under citizenship suspension status;
- Students should have a prior cumulative grade point average below 2.0;
- Students must earn a grade point average of 2.5 or higher for the initial nine (9) credit hours after readmission to the College;
- After successful completion of the first nine credits and attainment of a 2.5 grade point average; students must maintain a cumulative grade point average of 2.0 or higher for the duration of the programme or the student will be placed on academic probation;

Commented [I1]: I think this should be changed to Academic Probation as the warning is for the first time the GPA is below 2.0, although there would have been forgiveness applied.

- Students may be granted Academic Forgiveness only once.

An audit of the student's previous transcript will be conducted by the Registrar and relevant Academic Dean to determine previous credits that may apply to the student's intended programme, and to set guidelines for the student's schedule. An advisor will be assigned to aid the student with registration and provide ongoing support throughout the programme. The advisor will not only act in an academic capacity, but work with the Director of the Student Success Centre to provide other necessary resources such as tutoring assistance, counselling, study groups, or other support.

Academic Forgiveness Status

Upon successful completion of the aforementioned requirements, the student must sign the Application for Academic Forgiveness to acknowledge which credits and grades have been transferred forward and which credits and grades have been excluded from the grade point average calculation. If the criteria are not met, the student will remain on academic probation.