

## Appendix 1 - UMCP Policy

### III-1.30(A) UMCP POLICY AND PROCEDURES ON ACADEMIC CLEMENCY

(APPROVED BY THE PRESIDENT 1 AUGUST 1991)

#### A. Policy

It is the policy of the University of Maryland at College Park to allow undergraduate students returning to the campus after a separation of at least five calendar years to petition for the removal of a limited number of unsatisfactory or failing grades earned previously at UMCP.

#### B. Criteria

In order to obtain academic clemency the following must be met:

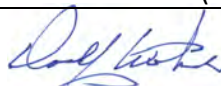
1. The student must be readmitted or reinstated at UMCP.
2. The student must be registered for classes at UMCP.
3. The student must have been separated from UMCP and not enrolled in any other four year degree program for a period of at least five full calendar years.

#### C. Procedures

1. The student must file a written petition with the appropriate dean.
2. The petition must contain:
  - a. the student's name and social security number;
  - b. the dates the student attended UMCP;
  - c. a list of the courses the student wishes to have removed from the calculation of the grade point average. A maximum of sixteen credits may be removed.
3. The petition must be filed as soon as possible within the first semester of the student's return to UMCP.
4. The dean shall decide which, if any, of the courses should be excluded from calculation of the student's grade point average, and shall notify the student in writing of the decision. No more than sixteen credits may be excluded. The decision of the dean is final, and approval is neither automatic nor guaranteed. If the student subsequently changes to another college, the decision of the original dean remains in effect.
5. Courses which are excluded are designated on the transcript with the notation E.C. (excluded credit) and are not counted toward graduation requirements, or in the calculation of grade point average.



**University Senate  
CHARGE**

<b>Date:</b>	March 30, 2015
<b>To:</b>	Charles Delwiche Chair, Academic Procedures & Standards (APAS) Committee
<b>From:</b>	Donald Webster  Chair, University Senate
<b>Subject:</b>	Suggested Revision to Clemency Policy
<b>Senate Document #:</b>	14-15-29
<b>Deadline:</b>	March 30, 2016

The Senate Executive Committee (SEC) requests that the Academic Procedures & Standards (APAS) Committee review the attached proposal regarding revisions to the University of Maryland, College Park Policy and Procedures on Academic Clemency and make recommendations on whether they are appropriate.

Specifically, we ask that you:

1. Review the University System of Maryland (USM) Policy on Academic Clemency (III-1.30).
2. Review the University of Maryland, College Park Policy and Procedures on Academic Clemency (III-1.30 [A]).
3. Consult with the proposer.
4. Consult with the University Registrar.
5. Consider how excluding courses and grades for which clemency is granted affect a student's eligibility for Latin Honors.
6. Review similar policies for academic clemency at our peer institutions and other Big 10 institutions.
7. Consult with the University's Office of General Counsel on any recommended policy revisions.
8. Recommend whether the policy should be revised.

We ask that you submit your report and recommendations to the Senate Office no later than March 30, 2016. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment



**University Senate  
PROPOSAL FORM**

<b>Name:</b>	Donna B. Hamilton
<b>Date:</b>	February 24, 2015
<b>Title of Proposal:</b>	Suggested Revision to Academic Clemency Policy
<b>Phone Number:</b>	301-405-9354
<b>Email Address:</b>	dhamil@umd.edu
<b>Campus Address:</b>	2110 Marie Mount Hall
<b>Unit/Department/College:</b>	Office of Undergraduate Studies
<b>Constituency (faculty, staff, undergraduate, graduate):</b>	Dean for Undergraduate Studies
<b>Description of issue/concern/policy in question:</b>	<p>The current policy on academic clemency allows too much room for arbitrary decisions, encouraging both uncertainty and a too wide range of interpretation in implementation. Re-wording will reduce this uncertainty and bring the policy in line with current academic standards.</p> <hr/> <p><b>III-1.30(A) UMCP POLICY AND PROCEDURES ON ACADEMIC CLEMENCY</b></p> <p>(APPROVED BY THE PRESIDENT 1 AUGUST 1991)</p> <p>A. Policy</p> <p style="padding-left: 40px;">It is the policy of the University of Maryland at College Park to allow undergraduate students returning to the campus after a separation of at least five calendar years to petition for the removal of a limited number of unsatisfactory or failing grades previously at UMCP.</p> <p>B. Criteria</p> <p style="padding-left: 40px;">In order to obtain academic clemency the following must be met:</p>

	<ol style="list-style-type: none"> <li>1. The student must be readmitted or reinstated at UMCP.</li> <li>2. The student must be registered for classes at UMCP.</li> <li>3. The student must have been separated from UMCP and not enrolled in any other four-year degree program for a period of at least five full calendar years.</li> </ol> <p>C. Procedures</p> <ol style="list-style-type: none"> <li>1. The student must file a written petition with the appropriate dean.</li> <li>2. The petition must contain: <ol style="list-style-type: none"> <li>a. the student's name and social security number;</li> <li>b. the dates the student attended UMCP;</li> <li>c. a list of the courses the student wishes to have removed from the calculation of the grade point average. A maximum of sixteen credits may be removed.</li> </ol> </li> <li>3. The petition must be filed as soon as possible within the first semester of the student's return to UMCP.</li> <li>4. The dean shall decide which, if any, of the courses should be excluded from calculation of the student's grade point average, and shall notify the student in writing of the decision. No more than sixteen credits may be excluded. The decision of the dean is final, and approval is neither automatic nor guaranteed. If the student subsequently changes to another college, the decision of the original dean remains in effect.</li> <li>5. Courses which are excluded are designated on the transcript with the notation E.C. (excluded credit) and are not counted toward graduation requirements, or in the calculation of grade point average.</li> </ol>
<p><b>Description of action/changes you would like to see implemented and why:</b></p>	<p>To clarify that the policy is only meant to help a student get on solid footing for graduation, only grades from 'F' to 'D+' should be available to be removed. The grades/courses removed should not affect positively the student's opportunity for academic/Latin honors. The option for clemency should be automatic and guaranteed, not subject to department/college decision.</p>

**Draft of proposed Academic Clemency Policy (rev Adrian Cornelius 2.6.2015)**

Undergraduate degree-seeking students who have reenrolled to the University of Maryland in pursuit of their initial baccalaureate degree may, after a separation of at least five years from the University (determined by the last day of the last attended semester), file for academic clemency. Academic clemency is available one time only, and subsequent requests will not be granted.

Clemency will be granted only in the student's first semester of reenrollment. Up to 16 credits of D+, D, D- and F grades from courses previously completed at the University of Maryland will be removed from the calculation of the student's cumulative grade point average (GPA).

Courses and grades for which clemency is granted will:

- 1) Remain on the student's transcript
- 2) Cannot be used to satisfy degree requirements
- 3) Be excluded from the student's cumulative GPA calculations on the transcript
- 4) Remain included in the calculation of Latin Honors
- 5) Adhere to the institution's Repeat policy and will be included in the student's repeat limits

If the student's first semester of registration upon reenrollment is canceled, clemency will be vacated and the student will have an opportunity to once again apply for clemency. Clemency is also vacated for students who withdraw from the first semester of reenrollment. However, in the latter case, subsequent requests for clemency will not be granted.

**Suggestions for how your proposal could be put into practice:**

The revised policy would be announced to all colleges, departments, and advising units. Students would consult with an academic advisor when filing for academic clemency. The Registrar's Office would enforce the policy through its regular review of any proposed modifications of transcripts.

**Additional Information:**

USM encourages adoption of policy on academic clemency.  
See 62.- III-1.30-Policy on Academic Clemency

## Appendix 3 - USM Policy

2/20/2015

III130 - USM



### UNIVERSITY SYSTEM OF MARYLAND

#### 62.0 III-1.30-POLICY ON ACADEMIC CLEMENCY

(Approved by the Board of Regents, February 22, 1990)

Each institution, in order to encourage students to resume their pursuit of a baccalaureate degree after an academic separation of at least five calendar years from the institution, may establish an academic clemency policy that may remove or reduce the burden of unsatisfactory or failing grades (as defined by the institution) earned previously at that institution.

Replacement for: BOR I-1.70

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University System of Maryland  
3300 Metzgerott Road  
Adelphi, MD 20783-1690, USA  
301.445.2740

<http://www.usmh.usmd.edu/regents/bylaws/SectionIII/III130.html?t=print.php>

# Academic Clemency

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## Sampling of Research from Peer and USM Institutions

### UMBC

#### *Petition for Academic Clemency*

**Purpose:** Students who are re-admitted or re-instated after a lapse of five calendar years or more may petition to have up to 16 credits of failing grades excluded from the calculation of their cumulative records. Upon approval of the petition the specified courses will be designated as non-applicable (NA) on the transcript. These credits will not be counted toward graduation requirements. Students must file the petition through the Office of the Registrar during the first semester of return to UMBC. Courses approved for exclusion from grade point average calculations may not be changed thereafter, even if the student changes his or her major. Approval of the petition is neither automatic nor guaranteed.

**Procedure:** The student must fill out the form below and have their advisor sign off approval. After this submit the form to the Registrar's Office.

**Processing Time:** 3 to 5 Business Days

The intent of the academic clemency policy is to permit students, who have a "poor record" in their previous enrollment, to exclude courses in which "poor grades" were earned. The following definitions apply with respect to academic clemency:

**Poor record:** The prior record must have been in a range which would place the student in danger of future academic action. Only students with less than a 2.00 cumulative grade point average are eligible for academic clemency. A single poor term would have to qualify under the non-applicable semester policy.

**Poor grades:** Non-passing grades such as "F", "F" on Pass/Fail, or "F" due to a converted incomplete, are the only grades which can be excluded.

In the final analysis, the decision to give clemency will be granted to insure that the prior record does not put you in academic jeopardy upon return. It will not be granted simply as a way to increase your grade point average.

<http://registrar.umbc.edu/forms/exceptionappeals-request-forms/>

<http://registrar.umbc.edu/files/2012/06/Petition-for-Academic-Clemency.pdf>



## Purdue University

### Academic Renewal

Academic renewal is a recalculation of the Scholastic Indices.

1. All courses that comprise the Academic Record prior to Re-entry or Readmission will receive zero credit, are not included in the credit hour total, and make zero contribution to the calculation of the Program GPA or the Cumulative GPA.
2. The original Course grade record will remain unchanged on the transcript.
3. The Academic Renewal Policy shall be a Purdue University policy and be independent of the student's School or College.
4. Academic Renewal applies to students who have been admitted to the University under the current University Standards and Policies for Re-Entry or Readmission and have not been enrolled at Purdue University in the preceding five years.
5. Students must petition the faculty Committee on Scholastic Delinquencies and Readmission (CSDR) to have their Scholastic Indices recalculated using the Academic Renewal Policy. This recalculation will not be implemented unless the student is in good standing according to University policy, and has completed at least 12 credit hours after Re-Entry or Readmission. The petition for recalculation of the Scholastic Indices must be made by students within one full year from the start of the semester in which they are readmitted or granted Re-Entry.
6. Academic Renewal may only be granted once for a student.
7. The faculty CSDR will administer the Academic Renewal Policy.

Do you qualify for Academic Renewal?

1. Have you been readmitted or reentered to the West Lafayette campus within the last 12 months?
2. Did you return or will you be returning to West Lafayette campus after having been away from Purdue for at least five years?
3. Would it be advantageous for you to have your prior course credits and academic indices zeroed out of your record at Purdue and not have them counted toward your current curriculum requirements? (We recommend that you consult with your academic advisor prior to answering this question.)
4. Have you completed or will you soon complete at least 12 credit hours at the West Lafayette campus?
5. If you have completed course work, are you able to continue in good standing?

If you answered yes to all of these questions you may qualify for Academic Renewal. For more information or to start the Academic Renewal process, please call the Office of Admissions at 765-494-1776.

NOTICE: Keep in mind that Academic Renewal will have no impact on your status with the Division of Financial Aid. If you have questions about financial aid eligibility Division of

Financial Aid counselors are available Monday through Friday, 8 a.m. to 5 p.m. by telephone (765-494-5050) or in person (Schleman Hall Room 305) or via email at [facontact@purdue.edu](mailto:facontact@purdue.edu).

<http://www.admissions.purdue.edu/readmission/academicrenewal.php>

## **Indiana University–Purdue University Indianapolis**

### **Grades - Grade Forgiveness**

IUPUI has created a policy to establish an effective way to encourage capable, mature undergraduate students to return to IUPUI when they have achieved poorly during an earlier attempt at higher education within Indiana University. This policy is not available for graduate students or students seeking any second undergraduate degree.

Forgiveness is not available to students in all schools. The individual schools have the authority to honor or not honor the policy and to set stipulations on any student who is granted forgiveness. A student granted forgiveness in one unit might have that forgiveness revoked upon transferring to another IUPUI School. The option only exists at certain Indiana University campuses and not at any Purdue University campus.

The general campus policy appears below. Contact the recorder of your school to determine whether or not this option is available and appropriate for you.

### **IUPUI Forgiveness Policy**

The purpose of this policy is to establish an effective way to encourage capable, mature students to return to IUPUI when they have achieved poorly during an earlier attempt at higher education within Indiana University. The spirit of the policy is to provide a fresh start for Indiana University students in the same way accorded to students who transfer into IUPUI from other universities.

1. The IUPUI Forgiveness policy applies to former IU students pursuing a first undergraduate degree who have been away from the IU system and have not attended any other college or university, including any campus of IU, for a minimum of the last three years. Each school may set a longer minimum if it so chooses. This policy first becomes available to students returning to IUPUI in the Fall of 1996.
2. Schools retain the right to grant forgiveness to their degree-candidates. Consequently, students must confer with each school about its specific policy. If a student changes schools, the new school may choose not to honor forgiveness granted by the student's previous school and may choose to count all courses and grades for purposes of admission to the school, granting of honors, or of meeting the minimum grade point average (g.p.a.) required for conferral of the degree; the cumulative g.p.a. would thus once again include all courses previously forgiven.
3. Students must make application for invocation of the policy upon application for admission to a degree- granting unit. If the student has not yet been admitted to a degree-

granting unit, the student should submit a notification of intent to petition for academic forgiveness as part of the academic advising process.

4. The school will evaluate the student's transcript. If the petition is approved, all courses taken previously will remain on the permanent record. Only courses with grades of A+, A, A-, B+, B, B-, C+, C, P, and S may be counted toward degree completion, though the value of these grades will not be calculated in the student's cumulative GPA. The school may establish guidelines which define a g.p.a threshold above which a student may not petition for forgiveness.
5. If the petition is approved, the student starts with a cumulative g.p.a. of 0.00 after which all the rules of academic probation and dismissal for the school will apply. After approval, the student must complete a minimum of 32 credit hours on the IUPUI campus after his/her return in order to meet the graduation residency requirement.
6. If the petition is approved, the dean of the school granting the petition has the authority to impose stipulations or conditions for continued enrollment of the student and may delegate to readmission committees or other administrative officers authority in these matters.
7. Forgiveness may be invoked only once. The policy is not available to a student pursuing a degree after a first baccalaureate degree, regardless of the level of the second degree or where the first degree was awarded.
8. Invocation of the forgiveness option does not preclude a student from using other available course-specific grade replacement options for work taken subsequent to re-enrollment.
9. Forgiveness is only available for courses taken at Indiana University. Schools retain the right to consider records of performance from other universities in determining admission to the school, granting of honors, or other matters.

IUPUI Faculty Council (11/23/93)

Student Affairs Committee (1/24/94)

Academic Affairs Committee (1/24/94)

Academic Policies and Procedures Committee (10/13/95); clarified language (1/22/97)

Chief Academic Officer (10/26/95)

<http://registrar.iupui.edu/forgive.html>

## **Rutgers University**

### **Academic Forgiveness Policy**

Students who have under a 2.00 cumulative grade-point average and who have not been enrolled at any Rutgers University undergraduate division for at least 10 successive semesters may be eligible for academic forgiveness from one entire semester of coursework or 12 total credits of coursework. Courses that are granted forgiveness will still have the original grade appear on the student's transcript; however, the grades for these courses will not factor into the student's cumulative grade-point average. An E-credit prefix will be placed on the transcript which notes

that academic forgiveness has been granted for the course. Students can obtain the necessary forms to apply for academic forgiveness at the Academic Services Office. All forms are to be submitted to the Academic Services Office.

[http://catalogs.rutgers.edu/generated/cam-ug\\_current/pg370.html](http://catalogs.rutgers.edu/generated/cam-ug_current/pg370.html)

## University of Iowa

### University-wide policy

**If you were dismissed for unsatisfactory scholarship, [Contact Your College's Dean's Office](#)** for approval to reinstate. College of Liberal Arts and Sciences students need to arrange a reinstatement interview with the [Office of Academic Programs](#). Interviews are held between March 1 and July 1 for fall reinstatement and between October 1 and December 1 for spring reinstatement.

<http://admissions.uiowa.edu/returning>

### College of Liberal Arts and Sciences

ReStart is the academic forgiveness policy of the undergraduate colleges of the University of Iowa.

### CLAS ReStart

If you were previously enrolled in the College of Liberal Arts and Sciences (CLAS) and are returning, or have returned, to the University of Iowa after an extended absence (four consecutive years or more), you may use the CLAS ReStart option to request removal of one or more of your previously completed CLAS academic sessions (i.e. semesters or winter/summer enrollments) from future grade point averages and satisfaction of degree requirements.

If you have already graduated from the University of Iowa, you are **not** eligible to use the ReStart option whether for a second degree, teacher certification, or any other purpose. (See [Returning to earn additional majors](#) or [Returning to CLAS for successive baccalaureate degrees](#).)

Students are strongly advised to contact staff in the Academic Programs and Student Development office, 120 Schaeffer Hall, to discuss the ReStart option before submitting a ReStart application. Please call 319-335-2633 to schedule an in-person or telephone appointment.

### Eligibility

The following are required for any current or former CLAS student to be eligible for ReStart:

1. You must not have graduated from the UI.

2. You must not have enrolled at the University of Iowa for at least four consecutive years.
3. You must be free from any unresolved holds placed on your enrollment by the Registrar or other UI offices.
4. You cannot have previously used the ReStart option.

### ReStart policies

1. The student must meet the above eligibility requirements.
2. CLAS approval of the student's application for the ReStart option is not guaranteed.
3. All courses taken and credit hours earned during the ReStart sessions will remain on the student's permanent record (official transcript), but will be marked to show that they have been removed from computations of grade point averages.
4. The option applies only to academic sessions a) **completed while enrolled** in the College of Liberal Arts and Sciences and b) **prior** to the minimum four-year absence from the university.
5. The ReStart option does not apply to individual courses, but only to entire sessions of enrollment.
6. No tuition will be refunded for ReStart sessions.
7. The ReStart option cannot be applied to courses taken at another institution.
8. Semester hours earned in a ReStart session will not be counted toward the 120 semester hours required for graduation.
9. If a CLAS General Education requirement was completed in a ReStart session, the College will consider, on a case-by-case basis, accepting that GE requirement as satisfied. The acceptance of previously completed GE requirements is not guaranteed.
10. Any course in a ReStart session that previously fulfilled a requirement for the student's major must be reviewed by the appropriate department for a decision as to whether or not the course may now be counted as fulfilling the requirement in question. The acceptance of previously completed requirements for the major is not guaranteed.
11. Any second-grade-only options (SGO) used during a ReStart session will not count toward the CLAS limit of 3 SGOs.
12. Courses taken during a ReStart session and repeated after the student returns to UI will not be counted as duplication or regression.
13. Students may use the ReStart option only once.
14. Once applied to the student's record, the ReStart option is not reversible.

### Procedures for requesting ReStart

**Current and former CLAS students** are strongly advised to contact staff in the Academic Programs and Student Development office, 120 Schaeffer Hall, to discuss the ReStart option before submitting a ReStart application. Please call 319-335-2633 to schedule an in-person or telephone appointment.

**If you are not currently enrolled at the University of Iowa**, you must file an [application for re-entry to the University of Iowa](#) before submitting a ReStart application. You must meet the published deadlines for admission to the UI.

**If you were dismissed from the College of Liberal Arts and Sciences for low scholarship,** you must meet with an associate director in the Academic Programs and Student Development office, 120 Schaeffer Hall, to discuss reinstatement and the ReStart option. You must meet published [reinstatement deadlines](#).

**To apply for ReStart,** you must submit the [ReStart application form](#), along with a personal statement addressing the problems you encountered in the ReStart semesters and describing your proposed path to degree completion. Please complete the form online by typing the requested information, print it, sign it, and send it along with the personal statement to: CLAS Academic Programs and Student Development, 120 Schaeffer Hall, Iowa City, IA, 52242-1409.

**The ReStart option is not guaranteed.** It may be granted only after careful consideration and review of your academic record by the Associate Dean for Undergraduate Programs and Curriculum.

Other colleges within the University of Iowa, as well as other educational institutions outside the UI, may read student transcripts differently and recalculate grade point averages to include sessions that CLAS has removed under the ReStart option.

For more information about CLAS ReStart, please contact [Academic Programs and Student Development](#), 120 Schaeffer Hall.

### **Cross-College Policy**

The UI undergraduate colleges share the four Restart policies below; other policies may vary.

1. A student requesting ReStart must apply for ReStart through the UI college in which the student was previously enrolled during the requested semester(s). Combined degree candidates must apply for ReStart to the non-CLAS college.
2. The college of the student's previous enrollment will decide whether the semester(s) in question will qualify for ReStart.
3. All other decisions about coursework, requirements, and credit hours are left to the college from which the student plans to graduate.
4. Each college will abide by the ReStart decisions made by another college.