

Policy Statement

Recognizing that a student's academic performance early in the student's career may not be indicative of the student's true academic ability, Terra State Community College (TSCC) allows a student to apply for "Academic Forgiveness." Academic Forgiveness allows a qualifying student to mitigate poor performance by forgiving D and F grades. Forgiven grades will be designated as an FS on the student's transcript but are not calculated in the GPA.

Policy Details

A student may petition for "Forgiveness" if the student meets the following criteria:

1. Has been absent from the College for two (2) consecutive academic years or has changed majors.
2. After re-enrolling at the College or changing majors, has satisfactorily completed 20 semester hours of credit.
3. Has maintained at least a 2.5 GPA with all grades being "C" or better since re-enrolling or changing majors.

Students wishing to complete the process may obtain a "Petition for Academic Forgiveness" by contacting an advisor or emailing advising@terra.edu.

1. The student must complete and submit the form to the Records Office for determination of eligibility.
2. If the student qualifies for forgiveness there will be a \$50 processing fee payable to the Cashier's Office.
3. Upon receipt of payment, all qualifying "D" and "F" grades earned prior to the absence from the college or the change in major will be forgiven.
4. Forgiven grades will be reflected on the transcript as "FS."
5. Courses with forgiven grades will continue to appear on the transcript, but will not be calculated in the cumulative GPA.
6. A student may use this policy only once.
7. This policy does not alter any college policies pertaining to academic standing.

Procedures

1. A student obtains a "Petition for Academic Forgiveness" form from an advisor. Set up an appointment by emailing advising@terra.edu.
2. The student completes the form after identifying if criteria is met.
 - a. Criteria required for Academic Forgiveness:
 - i. Absent from the college for two (2) consecutive academic years *or* changed majors.
 - ii. Satisfactorily completed 20 semester hours of credit **after** re-enrolling *or* changing majors.
 - iii. Maintained at least a 2.5 GPA with all grades being "C" or better since re-enrolling *or* changing majors.
 - b. Form must include:
 - i. Student information including the Student ID (T#) and Terra State email address. Communication of this processing cannot be completed through personal email.
 - ii. Catalog number, course title, term taken, and original awarded grade to be forgiven.
 - iii. Student signature and date.

3. The student submits the form to Student Records by emailing recordsdept@terra.edu or visiting Building A, Room 200.
4. Records Office personnel review the application to ensure student has met all requirements.
 - a. Requirements met:
 - i. Student information is provided to Cashiers for billing the student.
 - ii. Cashiers contacts the student for payment.
 - iii. Cashier’s office notifies Student Records upon payment.
 - iv. Student Records completes the processing.
 - (1) A letter is sent to the student informing them of the successful achievement of/receipt of Academic Forgiveness.
 - (2) An email is sent to the student’s TSCC email. The advisor is copied on the email, if known.
 - b. Requirements not met:
 - i. A letter is sent to the student informing them of the specific requirements that are not met.
 - ii. An email is sent to the student’s TSCC email. The advisor is copied on the email, if known.
5. Petition for Academic Forgiveness form is uploaded to the student’s electronic record.

Resources

Documentation

Definitions

Term Definition

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| <i>Fresh Start</i> | Academic forgiveness is sometimes referred to as “Fresh Start.” Fresh start is sometimes confused by students to mean all courses and grades are ‘wiped’ from their transcript. This is not the case. |
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Approval History

| <i>Date</i> | Policy/Procedure or Entire Document | Notes (Types of Actions) | **Approved by |
|------------------|--|--------------------------|----------------------------------|
| 3/24/2004 | Entire Document | Issued | CASA |
| 2/18/2021 | Entire Document | Edited | CASA |
| 3/23/2023 | Procedure | Edited | William Taylor, CASA Co-Chair |
| <i>2/19/2026</i> | Entire Document | Reviewed | Eric Steinberger |

**Full name of CASA Committee Chair, signatory, or designee

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