

## Academic Forgiveness

Academic Forgiveness is an umbrella term for a menu of policies (six total) meant to aid students in achieving academic success. These policies will aid students in achieving timely graduation by encouraging responsible behavior while also accounting for common mistakes as well as unavoidable circumstances and hardships.

These policies range from affecting four semesters of coursework to affecting only one course. There are three tiers of policies. Listed from most expansive to least, the tiers are:

- Tier 1: Academic Renewal (covers up to 4 semesters)
- Tier 2: Academic Reprieve (covers 1 semester); Curriculum Change Clemency (covers 1-2 semesters)
- Tier 3: Course Repeat/Delete; Course Retake; Pass/Fail (each covers one course)

## Xavier University of Louisiana Academic Renewal Policy

The purpose of Academic Renewal is to aid students in achieving timely graduation by disregarding up to four semesters of a student's previously recorded poor academic performance when such work does not reflect current abilities or work ethic. As a consequence, Academic Renewal allows students to benefit from their current level of ability without being permanently penalized by past substandard performance. Additionally, Academic Renewal is meant to encourage students to continue their educational efforts at Xavier when the impact of previously-earned low grades on the cumulative GPA would otherwise make success unlikely.

A student may request Academic Renewal at Xavier consistent with these guidelines:

1. Academic Renewal is intended to facilitate timely graduation from Xavier University, which requires a GPA of 2.0. Therefore, it is available for students with a cumulative GPA below 2.0. It is not a vehicle for students who want to raise a grade point average already above 2.0.
2. A student may request Academic Renewal for no more than four semesters of work accomplished at Xavier.
3. Students may receive Academic Renewal only one time during their Xavier career.
4. Academic Renewal is irreversible.
5. To qualify for Renewal, a minimum of six consecutive semesters must occur between the end of the semester in which the student was last registered at Xavier and being readmitted to the university. For example, if a student were to leave the university during the Spring 2016 semester, they would need to remain un-enrolled at Xavier until at least the summer of 2018 and would be eligible to apply for Academic Renewal as early as Fall 2018. For these purposes there are three semesters per academic year: Fall, Spring, and Summer. A student who does not have at least six consecutive semesters in which they are not enrolled at Xavier does NOT qualify for Academic Renewal.

NOTE: A student may be enrolled at another institution during their hiatus from Xavier. Rules regarding transfer credit will apply to any credits earned at other institutions.

6. Prior to applying for Academic Renewal, the student must have earned no grade lower than a C in a minimum of 12 hours of regularly graded course work. Academic Renewal must be applied for prior to earning 24 hours of credit post reenrollment. (Generally, this will mean a student applies for Academic Renewal during the second semester of re-enrollment.)
7. With approval of the college dean, courses with a grade of C or better may be carried forward as earned credits and may be applied toward the degree though they will not affect the student's post-Renewal GPA. Courses with a grade of F taken prior to Academic Renewal are notated on the transcript and do not count as earned credits, as satisfying any graduation requirements, or toward the student's post-Renewal GPA. All courses with a grade of D *can* also be notated on the transcript and do not count as earned credits, do not count as satisfying any graduation requirements, and do not count toward the GPA. Courses with a grade of D *may* be moved forward as earned credits applied toward the degree if the courses can meet core requirements.
8. Once Academic Renewal is approved, the cumulative grade point average is calculated utilizing only classes taken post readmission.  
NOTE: If the department or college has placed the student on probationary status, it is not automatically changed by Academic Renewal.
9. The student will be subject to the current Xavier catalog at the time of readmission regarding all policies, required course work, etc.
10. The number of course retakes, repeat/deletes, and pass/fails available to the student will be reset to the number provided by current Xavier policy upon renewal.
11. Academic Renewal applies only to degree-seeking, undergraduate students.
12. All courses prior to Academic Renewal remain unaltered on the record to ensure a true and complete academic history.
13. Academic Renewal by Xavier University of Louisiana does not guarantee that other institutions will accept the standards of said Renewal. Many graduate and professional degree programs disregard undergraduate institution policies, and compute the undergraduate GPA utilizing all hours attempted when determining admission.
14. Academic Renewal does not affect financial aid history. Accumulated hours and award limits include all semesters of enrollment. Students who did not meet satisfactory academic progress in their last semester should contact the Office of Financial Aid to see if an appeal to regain federal aid is necessary and to check their overall financial aid requirements and status.
15. To apply for Academic Renewal students must fill out the Academic Renewal application and meet with the college dean to discuss the positive and negative effects of this decision. There are many benefits to Academic Renewal, however there are also drawbacks. Before a student applies, it is important to understand all the ramifications of this policy, including that it may delay graduation, because once approved this policy is irreversible.

### **Xavier University of Louisiana Academic Reprieve Policy**

The purpose of Academic Reprieve is to disregard one semester of a student's recorded poor academic performance when such work is deemed the result of a severe, traumatic, unforeseeable, and unavoidable life event outside of the student's control. As a consequence, Academic Reprieve allows students to benefit from their current level of ability without being permanently penalized by a semester in which their academic

performance was affected by outside events such as severe illness or traumatic family issues. Academic Reprieve is meant to encourage students to continue their educational efforts at Xavier despite a one-semester setback due to extreme circumstances outside of their control.

A student may request Academic Reprieve at Xavier consistent with these guidelines:

1. Academic Reprieve is intended to facilitate timely graduation from Xavier University, which requires a GPA of 2.0. Therefore, it is available for students with a GPA below 2.0 in the semester for which reprieve is requested. It is not a vehicle for students who want to raise a grade point average already above 2.0.
2. A student may request Academic Reprieve for no more than one semester of work accomplished at Xavier.  
NOTE: Whether a semester's events meet the standard required to justify Academic Reprieve will be determined at the college dean's discretion based on documented evidence. It is the student's responsibility to provide adequate documentation of the event(s) that warrant reprieve, regardless of the timing of application.
3. Students may receive Academic Reprieve only one time during their Xavier career.
4. Academic Reprieve is irreversible.
5. With approval of the college dean, courses with a grade of C or better will be carried forward as earned credits, will be applied toward the degree, and will count toward the GPA. Courses with a grade of F taken during the Academic Reprieve semester are notated on the transcript and do not count as earned credits, do not count as satisfying any graduation requirements, and do not count toward the GPA. All courses with a grade of D *can* also be notated on the transcript and do not count as earned credits, do not count as satisfying any graduation requirements, and do not count toward the GPA. D or F courses dropped in this manner from the Academic Reprieve semester may be repeated under the Reprieve policy without counting towards limits outlined in the course retake or repeat-delete policies in the current catalog. Courses with a grade of D *may* be kept as earned credits, and, if so, will remain in the GPA, if the courses can meet core degree requirements.  
NOTE: If the department or college has placed the student on probationary status, it is not automatically changed by Academic Reprieve.
6. Prior to applying for Academic Reprieve, the student must have earned no grade lower than a C in a minimum of 12 hours of regularly graded course work. Academic Reprieve must be applied for prior to earning 24 hours of credit post Reprieve semester. (Generally, this will mean a student applies for Academic Reprieve during the second semester of re-enrollment.)
7. Any retakes, repeat/deletes, and/or pass/fail classes in progress during the Reprieve semester and *dropped* under the Reprieve policy will NOT count toward the limits under the applicable retake, repeat/delete, or pass/fail policies. Any retakes, repeat/deletes, and/or pass/fails which were in progress during the Reprieve semester and were *kept* for the GPA and earned credits will continue to count toward the limits under the applicable retake, repeat/delete, or pass/fail policies.
8. Academic Reprieve applies only to degree-seeking, undergraduate students.
9. All courses taken in the semester for which Academic Reprieve is granted remain unaltered on the record to ensure a true and complete academic history.

10. Academic Reprieve by Xavier University of Louisiana does not guarantee that other institutions will accept the standards of said Reprieve. Many graduate and professional degree programs disregard undergraduate institution policies, and compute the undergraduate GPA utilizing all hours attempted when determining admission.
11. Academic Reprieve does not affect financial aid history. Accumulated hours and award limits include all semesters of enrollment. Students who did not meet satisfactory academic progress in their last semester should contact the Office of Financial Aid to see if an appeal to regain federal aid is necessary and to check their overall financial aid requirements and status.
12. To apply for Academic Reprieve students must fill out the Academic Reprieve application and meet with the college dean to discuss the positive and negative effects of this decision. There are many benefits to Academic Reprieve, however there are also drawbacks. Before a student applies, it is important to understand all the ramifications of this policy, including that it may delay graduation, because once approved this policy is irreversible.

### **Xavier University of Louisiana Curriculum Change Clemency Policy**

The purpose of Curriculum Change Clemency is to facilitate student progression toward graduation when a student chooses a new degree program in a different department that has differing requirements from a previous major in which the student was unsuccessful. Curriculum Change Clemency disregards previously recorded poor academic performance in courses not required for the new degree program when such work does not reflect the student's current abilities, academic and career interests, or work ethic. As a consequence, Curriculum Change Clemency allows students to benefit from their current level of ability without being permanently penalized by time in a major for which the student was ill-suited. Curriculum Change Clemency is meant to encourage students to continue their educational efforts at Xavier when the weight of low grades earned in a previously selected major would otherwise make success unlikely.

A student may request Curriculum Change Clemency at Xavier consistent with these guidelines:

1. Students may receive Curriculum Change Clemency only one time during their Xavier career.
2. Curriculum Change Clemency is irreversible.  
NOTE: Once granted Clemency, students are prohibited from majoring in their former department at any point while at Xavier University.
3. A student may request Curriculum Change Clemency for no more than two semesters of work accomplished at Xavier.
4. Prior to applying for Curriculum Change Clemency, the student must have earned no grade lower than a C in a minimum of 12 hours of regularly graded course work post change of major. Curriculum Change Clemency must be applied for prior to earning 24 hours of credit post change of major. (Generally, this will mean a student applies for Curriculum Change Clemency during the second semester in their new major).

NOTE: It is the student's responsibility to officially change their major a semester (or 12 hours of credit) prior to requesting Curriculum Change Clemency.

5. To apply for Curriculum Change Clemency, a student must have written permission from their new Department Head and Division Chair.

NOTE: It is the purview of the Department Head and Division Chair to determine whether or not to support a student's application for Curriculum Change Clemency. Once supported by the Department Head and Division Chair, it is the purview of the college dean to decide whether or not to approve a student's application for Curriculum Change Clemency.

6. With approval of the college dean, courses in the Clemency semester(s) with a grade of C or better will be carried forward as earned credits, will be applied toward the degree, and will count toward the GPA. Courses with a grade of F taken during the Clemency semester(s) are notated on the transcript and do not count as earned credits, do not count as satisfying any graduation requirements, and do not count toward the GPA. All courses with a grade of D *can* also be notated on the transcript and do not count as earned credits, do not count as satisfying any graduation requirements, and do not count toward the GPA. Courses with a grade of D *may* be kept as earned credits if the courses can meet core requirements, and, if so, will remain in the GPA.

NOTE: If the college has placed the student on probationary status, it is not automatically changed by Curriculum Change Clemency.

7. The number of course retakes, repeat/deletes, and pass/fails utilized during the Clemency semester(s) will NOT reset and will count toward the total allowable credits for the student's academic career as outlined in Xavier policy in the applicable academic catalog.
8. Curriculum Change Clemency applies only to degree-seeking, undergraduate students.
9. All courses taken in the semester(s) for which Curriculum Change Clemency is granted remain unaltered on the record to ensure a true and complete academic history.
10. Curriculum Change Clemency by Xavier University of Louisiana does not guarantee that other institutions will accept the standards of said Clemency. Many graduate and professional degree programs disregard undergraduate institution policies, and compute the undergraduate GPA utilizing all hours attempted when determining admission.
11. Curriculum Change Clemency does not affect financial aid history. Accumulated hours and award limits include all semesters of enrollment. Students who did not meet satisfactory academic progress in their last semester should contact the Office of Financial Aid to see if an appeal to regain federal aid is necessary and to check their overall financial aid requirements and status.
12. To apply for Curriculum Change Clemency students must fill out the Curriculum Change Clemency application and meet with the appropriate Department Head, Division Chair, and college dean to discuss the positive and negative effects of this decision. There are many benefits to Curriculum Change Clemency, however there are also drawbacks. Before a student applies, it is important to understand all the ramifications of this policy, including that it may delay graduation, because once approved this policy is irreversible.

## **Xavier University of Louisiana Course Repeat/Delete Policy**

The purpose of repeating and deleting a course is to facilitate student progression toward graduation. This policy allows a student to repeat a course and remove the lower grade from the GPA.

A student may repeat and delete a course at Xavier consistent with these guidelines:

1. Students will be allowed to repeat/delete only three courses during their careers at Xavier.
2. A student may repeat/delete a given course only one time.
3. Utilizing the course repeat/delete policy is irreversible. A course will be marked as repeat/delete at the beginning of the semester. No changes may be made after the initial add period.  
NOTE: Withdrawing from a course will NOT reset the repeat/delete status of the course. Thus, one of the three allowable repeat/delete courses will have been used and the course will not be applicable for repeat/delete a second time.
4. Utilizing the course repeat/delete policy, the student's GPA will be calculated using the highest grade earned.
5. To repeat/delete a course, students must meet with their advisor to get written permission and discuss the positive and negative effects of this decision.
6. The repeat/delete policy applies only to degree-seeking, undergraduate students.
7. All courses taken remain unaltered on the record to ensure a true and complete academic history.
8. The acceptance of a repeat/delete course by Xavier University of Louisiana does not guarantee that other institutions will accept the standards of this repeat/delete policy. Many graduate and professional degree programs disregard undergraduate institution policies and compute the undergraduate GPA utilizing all hours attempted when determining admission.
9. Repeating courses does not affect financial aid history. Accumulated hours and award limits include all semesters of enrollment. Students who did not meet satisfactory academic progress in their last semester should contact the Office of Financial Aid to see if an appeal to regain federal aid is necessary and to check their overall financial aid requirements and status.
10. To utilize the repeat/delete policy students must meet with their advisor to discuss the positive and negative effects of this decision. There are many benefits to repeat/delete, however there are also drawbacks. Before a student signs up for a course as repeat/delete, it is important to understand all the ramifications of this decision, including that it may delay graduation, because once the initial drop deadline passes, it is irreversible.

## **Xavier University of Louisiana Course Retake Policy**

The purpose of retaking a course is to facilitate student progression toward graduation. This policy allows a student to retake a course even if the repeat/delete policy is no longer available either because the student has already repeat/deleted three different courses or because the student is retaking a class for the third time.

A student may retake a course at Xavier consistent with these guidelines:

1. Students will be allowed to retake only three courses during their careers at Xavier.
2. A student may retake a given course only one time.
3. Utilizing the course retake policy is irreversible. A course will be marked as retake at the beginning of the semester. No changes may be made after the initial add period.  
NOTE: Withdrawing from a course will NOT reset the retake status of the course. Thus, one of the three allowable retake courses will have been used and the course will not be applicable for retake a second time. (For exceptions see below.)
4. Utilizing the course retake policy, the student's GPA will be calculated using both grades.
5. To retake a course, students must meet with their advisor to get written permission and discuss the positive and negative effects of this decision.
6. Exceptions to this policy may be granted by department heads for majors or minors with junior or senior standing where a C or better is required for the major or minor or if the student is ineligible to progress in their program without a passing grade.
7. The retake policy applies only to degree-seeking, undergraduate students.
8. All courses taken remain unaltered on the record to ensure a true and complete academic history.
9. The acceptance of retake courses by Xavier University of Louisiana does not guarantee that other institutions will accept the standards of this policy. Many graduate and professional degree programs disregard undergraduate institution policies and compute the undergraduate GPA utilizing all hours attempted when determining admission.
10. Retaking courses does not affect financial aid history. Accumulated hours and award limits include all semesters of enrollment. Students who did not meet satisfactory academic progress in their last semester should contact the Office of Financial Aid to see if an appeal to regain federal aid is necessary and to check their overall financial aid requirements and status.
11. To utilize the retake policy students must meet with their advisor to discuss the positive and negative effects of this decision. There are many benefits to retake, however there are also drawbacks. Before a student signs up for a course as retake, it is important to understand all the ramifications of this decision, including that it may delay graduation, because once the initial drop deadline passes, it is irreversible.

### **Xavier University of Louisiana Pass/Fail Policy**

The purpose of designating a course pass/fail is to encourage students to challenge themselves and broaden their knowledge while at Xavier when the fear of a low grade in an elective course negatively impacting the GPA might otherwise discourage academic curiosity.

A student may utilize the P/F policy for a course at Xavier consistent with these guidelines:

1. Students with sophomore status (more than 29 hours) or above will be allowed to designate only three courses as P/F during their careers at Xavier. Freshman may NOT utilize the P/F policy.
2. A student may designate only elective courses as P/F.
3. Designating a class as pass/fail is irreversible. A course will be designated as a pass/fail course at the beginning of the semester. No changes may be made after the initial add period.

NOTE: Withdrawing from a course will NOT reset the P/F status of the course. Thus, one of the three allowable P/F courses will have been used even if the student withdraws.

4. The P/F policy denotes grades of A-C as passing and grades of D and F as failing. Failing counts as an F on the GPA and does not count as earned hours, while courses passed do not impact the GPA but do count as earned hours.

NOTE 1: By ensuring that all pass (P) grades are of a C or better courses may count in a major or minor should a student change major or minor after the semester in which they designated the course as P/F. Courses must be considered an elective according to the student's plan of study at the time they begin the course.

NOTE 2: Should a major or minor change occur after taking a course P/F, it is up to departments to set their own policies regarding accepting a P/F toward major or minor requirements. Students must consult individual department policies.

5. To take a course as P/F, students must meet with their advisor and the course instructor to get written permission from both after discussing the positive and negative effects of this decision.

NOTE: It is up to the discretion of the course instructor whether or not they will allow a designated course to be taken as P/F. It is recommended that students contact the instructor directly the semester before the course begins to find out if they will allow the course to be taken as P/F.

6. The P/F policy applies only to degree-seeking, undergraduate students.
7. All courses taken remain unaltered on the record to ensure a true and complete academic history.
8. The acceptance of a P/F course by Xavier University of Louisiana does not guarantee that other institutions will accept the standards of this policy. Many graduate and professional degree programs disregard undergraduate institution policies and compute the undergraduate GPA utilizing all hours attempted when determining admission.
9. Taking courses as P/F does not affect financial aid history. Accumulated hours and award limits include all semesters of enrollment. Students who did not meet satisfactory academic progress in their last semester should contact the Office of Financial Aid to see if an appeal to regain federal aid is necessary and to check their overall financial aid requirements and status.

To utilize the P/F policy students must be of sophomore status and meet with their advisor to discuss the positive and negative effects of this decision. There are many benefits to P/F, however there are also drawbacks. Before a student signs up for a course as P/F, it is important to understand all the ramifications of this decision, because once the drop deadline passes, it is irreversible.