

# KUTZTOWN UNIVERSITY

## REQUEST FOR APPLICATION OF ACADEMIC FORGIVENESS POLICY

The academic forgiveness policy shall apply to undergraduate students who withdraw from Kutztown University and seek readmission after a period of no less than four years. Upon readmission, these students will start over. The grade point average (GPA) and individual course grades earned during the previous period of attendance will remain part of the permanent transcript record. A notation will be made on the transcript record indicating that the Academic Forgiveness policy was applied and that calculation of the overall grade point average is based solely on grades earned after re-entry. Students will maintain credits earned previously in courses for which a final grade of "C" or better was recorded. Credit toward a degree will not be granted for courses in which a grade less than "C" was earned during the previous period of enrollment.

Students who receive Academic Forgiveness must take at least 24 additional credits of graded coursework at KU before a degree will be granted.

Academic Forgiveness may only be applied once to a student's academic record.

This policy does not replace or alter the "10-year" rule and students must be aware that courses in the major taken over 10 years prior to re-entry may not be applicable toward a degree.

**In order to gain benefit from the Academic Forgiveness Policy, the student must complete and sign below.** This request must be initiated during the first semester of attendance after readmission and be submitted to the Registrar's Office.

Term/Session of Re-entry \_\_\_\_\_ Student ID Number \_\_\_\_\_

I \_\_\_\_\_ am requesting the application of Kutztown University's  
Print First Name, Last Name

Academic Forgiveness Policy to my previous academic record at Kutztown University. If I am eligible, by signing this form, I acknowledge said application of policy and the irrevocability of the application of the policy.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Today's Date

Mailing Address \_\_\_\_\_  
Street City State Zip Code

Home Telephone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_