



Policy Number: II.06
Policy Level: Operating Policy
Originally Issued: March 13, 2013
Implementation Date: August 19, 2013
Revised: August 18, 2015
Reviewed: February 25, 2019
Reviewed: April 4, 2022
Revised: March 11, 2024
Policy Owner: Provost/ VP Academic Affairs
Policy Implementation: Registrar

Course Forgiveness and Academic Bankruptcy for Undergraduate Courses

I. Policy Statement and Purpose

In accordance with Athens State University's educational mission, this policy establishes the standards for course forgiveness and academic bankruptcy for **undergraduate** courses taken at Athens State University. These standards are based on comparable practices at other institutions of higher education, and also recognize the unique status of the University as an upper-division institution.

II. Course Forgiveness

A degree-seeking undergraduate student may apply to have no more than 2 Athens State courses (not to exceed 8 semester hours) excluded from the calculation of the institutional grade point average (GPA). If forgiveness is granted, the grades for all forgiven courses will still appear on the Athens State transcript, but will have a notation that these courses are being excluded from the institutional GPA. **If a course is chosen for forgiveness, the credit for the course cannot be used towards fulfillment of program or major requirements.**

A student may be granted course forgiveness only once.

Students wishing to apply for course forgiveness must use the standard forgiveness request form available from the Office of Records, and must include all information and materials as specified on the form. Requests for course forgiveness must be submitted to the Office of Records no later than the last day to withdraw from classes in the semester of the student's anticipated graduation.

Students are encouraged to contact their academic advisor before applying for forgiveness for any courses.

III. Academic Bankruptcy

Degree-seeking undergraduate students may apply to have 1 to 3 entire semesters of Athens State coursework excluded from the calculation of the institutional GPA. When academic bankruptcy is granted for a given semester, the grades for all bankrupted courses will still appear on the Athens State transcript, but will have a notation that these courses are being excluded from the institutional GPA. **Academic bankruptcy for a given semester excludes grades for all coursework taken during that semester, regardless of the grade, from the institutional GPA. The credit for any courses**



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included in bankrupted semesters cannot be used towards fulfillment of program or major requirements.

A student may be granted academic bankruptcy only once. Academic bankruptcy may be granted in two instances:

- If less than 3 calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester, provided the student has satisfactorily completed 18 semester hours of coursework at the institution since the desired bankruptcy semester.
- If 3 or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during no more than 3 semesters, provided the student has satisfactorily completed 18 semester hours of coursework at the institution since the most recent desired bankruptcy semester.

Students wishing to apply for academic bankruptcy must use the standard bankruptcy request form available from the Office of Records, and must include all information and materials as specified on the form. Requests for bankruptcy must be submitted to the Office of Records no later than the last day to withdraw from classes in the semester of the student's anticipated graduation.

Students are encouraged to contact their academic advisor before applying for academic bankruptcy for any semester.

IV. Responsibility for this Operating Policy

Policy Owner

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President has assigned the Provost/Vice President for Academic Affairs and Student Services as the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Faculty Senate and the Cabinet and approved by the University President. The policy will be updated/published in the University's Policy Library.



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Responsibility for Policy Implementation

The President has assigned the responsibility of implementing this policy to the Registrar, under the direction of the Provost/Vice President for Academic Affairs and Student Services, and the Associate Vice President for Enrollment Management and Student Services.