



GUIDELINES FOR ACADEMIC REPRIEVE OR ACADEMIC RENEWAL PETITIONS

ACADEMIC REPRIEVE (forgiveness of one or two consecutive semesters)

1. Currently enrolled and former OSU undergraduate students who meet the following criteria are eligible to petition for academic reprieve:
 - [A] At least three years must have elapsed between the period in which the grades being requested for reprieve were earned and the reprieve request.
 - [B] Prior to requesting the academic reprieve and subsequent to the semester(s) to be reprieved, the student must have earned at least 12 credit hours and a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work, including OSU and transfer work and excluding activity or performance courses.
 - [C] If the student has a "D" or "F" during any course work following the semester(s) requested reprieved and has repeated the courses(s) with a "C" or above, the student is eligible to petition for academic reprieve, provided he/she meets the other policy requirements.
2. The petition may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment. If the student's petition is for two consecutive semesters, OSU may choose to reprieve only one semester.
3. If the reprieve is awarded, all grades and hours during the enrollment period are included. Course work with a passing grade that is included in the reprieved semester may be used to demonstrate competency in the subject matter, however the course work may not be used to fulfill credit hour requirements.
4. All courses remain on the student's transcript but are not calculated in the student's retention/graduation GPA.
5. The decision of the review panel is final. Students whose petitions have been denied may request an additional review by the panel if new information regarding the petition is promptly submitted.
6. Failure to provide a complete academic history to OSU will result in nullification of the petition.
7. The student may not receive more than one academic reprieve/renewal during his/her academic career and only one option (reprieve or renewal) can be used.

ACADEMIC RENEWAL (forgiveness of all academic work prior to a specific date)

1. Currently enrolled and former OSU undergraduate students who meet the following criteria are eligible to petition for academic renewal:
 - [A] At least five years must have elapsed between the period in which the grades being requested renewal were earned and the renewal request.
 - [B] Prior to requesting the academic renewal and subsequent to the semester(s) to be renewed, the student must have earned at least 12 credit hours and a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work including OSU and transfer work and excluding activity or performances courses.
 - [C] If the student has a "D" or "F" during any course work following the semester(s) requested renewed and has repeated the course(s) with a "C" or above, the student is eligible to petition for academic renewal, provided he/she meets the other policy requirements.
2. If the renewal is approved, all courses remain on the student's transcript but are not calculated in the student's retention/graduation GPA. Neither content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.
3. The decision of the review panel is final. Students whose petitions have been denied may request an additional review by the panel if new information regarding the petition is promptly submitted.
4. Failure to provide a complete academic history to OSU will result in nullification of the petition.
5. The student may not receive more than one academic reprieve/renewal during his/her academic career and only one option (reprieve or renewal) can be used.



Office of Academic Affairs
ACADEMIC REPRIEVE or RENEWAL PETITION

OSU/Stillwater Return to:
Academic Appeals
Coordinator
101 Whitehurst Hall
Stillwater, OK 74078
ph (405) 744-5627
fax (405) 744-5495

OSU/Tulsa Return to:
Academic &
Enrollment Services
700 N. Greenwood Ave.
Tulsa, OK 74106
ph (918) 594-8102
fax (918) 594-8023

1. STUDENT INFORMATION

Student Name: _____ CWID: _____

College: _____ Classification: _____

Local Phone: _____ Date: _____

Local Address: _____

Email Address: _____

Student Signature: _____

2. REQUESTING:

REPRIEVE You may request a maximum of two consecutive semesters. There can be semesters of non-enrollment between the two semesters for which reprieve is requested. Course work with a passing grade that is included in the reprieved semester may be used to demonstrate competency in the subject matter, however the course work may not be used to fulfill credit hour requirements. If your petition is approved, the coursework for the semester(s) is not counted in your retention/graduation GPA but will remain on your transcript.)

Semester: _____ Year: _____

Semester: _____ Year: _____

RENEWAL Under Academic Renewal, course work taken prior to the date specified is not counted in your retention/graduation GPA but will remain on your transcript.

Semester: _____ Year: _____

3. REASON FOR PETITION (required):

On a separate sheet of paper please attach a typed and concise statement in which you describe the specific extraordinary situations in which you performed poorly during an entire enrollment period. Discuss how the extenuating circumstance would warrant excluding those grades in the calculation of your retention/graduation GPA. You may also provide supporting documentation as appropriate.

4. ADVISER COMMENTS AND SIGNATURE

(These comments offer the Review Panel important information and are recommended for decision.)

Comments:

Signature of Adviser

Date

5. DEAN'S RECOMMENDATION, COMMENTS AND SIGNATURE

Review Petition (Student meets Policy Guidelines)

Deny Petition (Student does not meet Policy Guidelines)

Comments:

Signature of the Dean or College Student Services Director

Date

REVIEW COMMITTEE DECISION (For Committee Use Only)

Petition Approved

Petition Approved for only _____ semester/
term

Petition Denied

Review Panel Signature

Date