

# Murray State College

One Murray Campus Tishomingo, Oklahoma 73460  
Office 580-387-7230 \* Fax 580-387-7239  
registrar@mscok.edu

## Academic Forgiveness Guidelines

Repeat/Reprieve/Renewal

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The following guidelines were established by the Oklahoma State Regents for Higher Education and Murray State College. Please read all guidelines carefully before submitting the Request for Academic Forgiveness Form.

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### REPEAT POLICY

#### Guidelines for the Repeat Policy:

- A student may repeat a maximum of 18 credit hours, or four courses, in which the original grade is a “D” or “F”.
- Both the original grade and the second grade will remain on the student’s permanent academic record and both grades will be included in the cumulative grade point average (GPA) reflected on the official transcript.
- The original “D” or “F” grade for a course designated as a repeated course will be excluded from the calculation of the Graduation/Retention GPA reflected on the official transcript.
- If the same course is repeated more than once, only the original grade can be excluded from the calculation.

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### REPRIEVE/RENEWAL POLICY

#### Guidelines that apply to BOTH Academic Reprieves and Academic Renewals:

- Student must be currently enrolled at Murray State College
- Student must have a gap of 3 to 5 years and have earned a current GPA of 2.0 or higher with no grade lower than a “C” in all regularly graded coursework (a minimum of 12 hours) **PRIOR** to requesting Academic Reprieve. This does not include activity or performance courses.
- Students are allowed only **ONE** Academic Reprieve **OR** Renewal in their entire academic career, at this or any other institution of higher education
- The Explanation of Grades section of the transcript will note the course and semester(s) reprieved or renewed.
- Academic Reprieves and Renewals affect only the cumulative retention/graduation grade point average. They do not change the cumulative GPA.

#### Academic Reprieve Guidelines (in addition to the guidelines listed above):

(This option is applicable to course work taken during one semester or two consecutive semesters in which the student has done poorly due to extraordinary circumstances.)

- At least 3 years must have elapsed since the grades to be reprieved were earned.
- All courses reprieved remain on the student’s transcript, but reprieved semesters are not calculated in the student’s retention/graduation GPA.
- Courses with passing grades included in the reprieved semester(s) may be used to demonstrate competency in subject matter. However, the course work will not be used to fulfill credit-hour or graduation requirements.

#### Academic Renewal Guidelines (in addition to the guidelines listed above):

- At least 5 years must have elapsed between the last semester being renewed and the request.
- All courses remain on the student’s transcript, but semesters prior to the renewal date are not calculated in the student’s retention/graduation GPA.
- Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

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## Request for Academic Forgiveness Repeat/Reprieve/Renewal

Please print clearly or type. Submit request to MSC Registrar's Office in person, by fax, U.S. mail or email using the above information. You will be notified by your MSC email when your request has been reviewed and a decision has been made. If your request meets the qualifications, you can view changes using your MyMurray account approximately 48 hours after notification.

**IMPORTANT:** Carefully read the Academic Forgiveness Guidelines before you submit this form. You may only choose **ONE** Reprieve **OR** Renewal in your entire academic career. Please note that Academic Forgiveness may not be recognized by federal financial aid policies or other colleges.

### Student Information:

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Last Name	First Name	Middle Name	Maiden Name
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MSC Student ID/SSN	MSC Email Address
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### Request to apply Repeat Policy:

**Please review my transcript for Repeat courses:**

A provision that allows a student to repeat up to 4 courses or 18 hours where a grade of "D" or "F" was earned and use the grade earned in the second course in the GPA, rather than the original grade in his/her Graduation/Retention GPA.

Course(s) you believe may qualify for the Repeat policy: \_\_\_\_\_

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### Reprieve/Renewal: May Select Only One

**Academic Reprieve**

A provision that allows a student who has done poorly (2.0 GPA or lower) due to extraordinary circumstances to disregard one semester or two consecutive semesters in the calculation of his or her retention/graduation GPA.

Semester(s) requested for reprieve:

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Semester – Fall, Spring or Summer and Year (ex: Fall 2018)	Institution Attended
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Semester – Fall, Spring or Summer and Year (ex: Fall 2018)	Institution Attended
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**OR**

**Academic Renewal**

A provision that allows a student who has had academic trouble in the past and who has been out of higher education for a number of years (5+) to recover without penalty and have a fresh start. All course work completed prior to the date specified is not counted in the student's retention/graduation GPA.

Request for renewal to apply to all course work taken prior to: \_\_\_\_\_  
Semester Year

### Reprieve/Renewal Checklist:

- I have attached a narrative explaining the circumstances that contributed to my academic performance during the semester(s) requested above.
- I understand that I should attach supporting documentation.

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I have read the Academic Forgiveness Guidelines and believe that I am eligible for the provision selected above. By signing this document, I am certifying that everything I have stated is true. In addition, the documentation included is accurate to the best of my knowledge. Should the committee find that any documentation was omitted or inaccurate, I understand that my petition will be denied.

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Student Signature—Requests will not be processed without a signature. \_\_\_\_\_ Date

<b>For Office Use Only</b>	<b>Processed by:</b>	<b>Date:</b>	<b>Comments:</b>
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