

Readmission and Forgiveness Policy

Policy Title: Readmission and Forgiveness Policy

Policy Type: Administrative

Policy Number: #31-13 (2014)

Approved: 07/01/2015

Responsible Office: Enrollment Management

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: Students

POLICY STATEMENT

Norfolk State University believes that students should be afforded every possible opportunity to successfully complete their academic pursuits. NSU understands that issues and circumstances may arise that make it necessary to temporarily withdraw from the University.

The Readmission and Forgiveness Policy has been established to provide guidelines for individuals seeking readmission to the University and/or forgiveness from the University.

TABLE OF CONTENTS	PAGE NUMBER
Definitions	2
Contacts	2
Stakeholder(s)	2
Readmission and Forgiveness Policy Content	2
Publication	4
Review Schedule	4
Related Documents	4
Forms	4

DEFINITIONS

Readmission: Any student that has not enrolled in classes after one year not to include summer must reapply for admission to the University and subject to the conditions of the catalog for the term the student re-enrolls.

Student: A student is any individual who is currently enrolled, or was enrolled, in a for credit course.

CONTACT(S)

The Office of the Provost and Vice President for Academic Affairs and Assistant Vice President for Enrollment Management officially interprets this policy and is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Enrollment Management.

STAKEHOLDER(S)

University Community: to include students, faculty, Office of Undergraduate Admissions, Office of the Registrar, and the Office of Financial Aid.

READMISSION AND FORGIVENESS POLICY CONTENT

Readmission Criteria and the Review Process

I. Students Returning in Good Academic Standing

- A. Students who have withdrawn in good standing are generally eligible for readmission if space is available in the requested major.
- B. Students who withdrew from the University in good academic standing with fewer than two consecutive semesters of absence may be readmitted by submitting the NSU Reactivation Form to the Office of the Registrar.
- C. Students who have been absent from the University for two consecutive semesters or more must complete the NSU Application for Readmission.

II. Students on Academic Suspension

- A. Students placed on academic suspension may not seek readmission to the University for a minimum of two consecutive semesters following the suspension.
- B. Students must submit the NSU Application for Readmission to the Office of the Registrar for review by the Office of Academic Affairs.
- C. Individuals who are suspended for academic reasons should present evidence of successful academic achievement of at least six (6) credit hours at another college or University before seeking readmission to Norfolk State University.
- D. An official transcript should be attached to the application for readmission.

- E. The Office of Academic Affairs will evaluate the transcript for evidence of satisfactory academic achievement before approving readmission to the University.
- F. Additional readmission requirements may exist before students can be reinstated in the major.
 - 1. Students must contact the department for additional information regarding additional standards for readmission to the major.

Reclamation Project

- A. Individuals who were required to withdraw for academic reasons are not eligible for consideration under the Forgiveness Policy until a minimum of five (5) academic years have elapsed and they are at least 24 years of age or older
- B. Readmission to the Reclamation Program is provisional and the student remains on academic probation and is not eligible for forgiveness until the student has earned a minimum 2.00 GPA at the completion of the first 12 semester hours.
- C. Students who are successful in acquiring a 2.00 GPA after taking 12 hours of coursework will be eligible for a GPA recalculation. "F" grades earned five years prior to the date of readmission will be suppressed and a recalculation will be completed.
- D. Two GPAs will be listed following the recalculation
 - 1. The cumulative GPA including all past and current coursework
 - 2. The recalculated GPA with "F" grade suppressed.
 - 3. In accordance with the university and federal guidelines, student transcripts will continue to display all grades earned including "F" grades suppressed during the recalculation of GPA.
- E. Students receiving academic forgiveness will not be eligible for Dean's List or Honor Roll status.
- F. In accordance with the guidelines outlined in the NSU catalog, students receiving recalculated GPAs will not be eligible for Recognition for Excellence in Scholarship.
- G. In accordance with laws governing Financial Assistance, students with recalculated GPA's are not eligible to receive Federal Student Grants.
- H. Students may seek other forms of tuition assistance by contacting the Office of Financial Aid.

III. Recalculation of GPA

- A. Repeating Courses
 - 1. A student may repeat a course. In order for the repeated course to impact the GPA, the course to be repeated must be taken at Norfolk State University.
 - 2. The normal registration procedure must be followed when registering for repeat courses and the grade earned will be posted to the student's record.
 - 3. The credit and quality points for the *highest grade* earned (one grade only) will be used to calculate the student's GPA.

4. All courses attempted (including the original course attempted and the grade for that course) will remain on the student's permanent record and will appear on the transcript.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community, within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary. Failure to meet publication requirements does not invalidate this policy.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 04/26/2021
- Approval by, date, President 07/01/2015
- Revision History:
- Supersedes: #31-100, #31-12

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no related forms associated with this policy.