Application for Academic Reprieve

Southwestern Oklahoma State University Registrar's Office
100 Campus Drive
Weatherford, OK 73096
Fax: (580) 774-3795 Email: registrar@swosu.edu

An academic reprieve is a policy for students that want to disregard a semester or two consecutive semesters in the calculation of his/her retention/graduation grade point average. **Please read the information in items B & C below to learn about eligibility requirements and how the policy is applied before you submit the application.**

If you are eligible for a reprieve, please submit this form to the Registrar's Office in person or send it via fax, U.S. Mail, or email (see contact information above). After your application is reviewed, you will be notified of a decision through your SWOSU Email Account.

A. Please Fill Out the Information Below:

Name: _____
Last First Middle Maiden

SWOSU ID # _____ SWOSU Email Address: _____
##Number

Mailing Address: _____

B. Eligibility Requirements:

1. A student is only eligible for one reprieve or one renewal (cannot utilize both policies).
2. A student must be currently enrolled at SWOSU to be eligible.
3. A student can only request one reprieve for either one semester or two consecutive semesters.
4. At least three years must have elapsed between the current semester and the semester(s) for which the reprieve is requested.
5. The student cannot earn a "D" or "F" on any coursework after the semester(s) for which the reprieve is requested.
6. The student must earn at least 12 hours of college credit (excluding activity and performance courses) after the semester(s) for which the reprieve is requested.
7. A reprieve is only considered for undergraduate coursework.

C. How it Works:

1. There are two different grade point averages (retention/graduation and cumulative). An academic reprieve only impacts the retention/graduation grade point average and will not change the cumulative grade point average.
2. Courses with passing grades that were taken during the reprieved semester(s) will satisfy specific course requirements; however, they will not fulfill credit hour requirements. For Example, if a student passed POLSC 1103 with a "B" in the semester that he/she requests the reprieve, the POLSC 1103 requirement would be satisfied, but it would not count towards the total amount of credit hours that are required to earn the degree. A minimum 120 hours is required for undergraduate graduation requirements, excluding the reprieved semester.

More Information to Read & Fill Out (Turn Over)

3. The retention/graduation grade point average that is calculated as a result of a reprieve may or may not be considered if a student applies to a selective admission program. It is the student's responsibility to check with the appropriate academic department to find out if they consider the retention/graduation grade point average for admission purposes.
4. An academic reprieve granted at another university will not automatically be recognized; however, students who received the academic reprieve at another university may apply for an academic reprieve under the Southwestern Oklahoma State University Guidelines.

D. Please READ and FILL OUT the Information Below:

1. Students must meet all of the requirements in items a-e below to be eligible for a reprieve.
   I understand that I have met the requirements (a-e) for a reprieve by initialing all of the boxes below (if any of these boxes are not initialed, this application will not be reviewed):

   a. ☐ I am currently enrolled at SWOSU.

   b. ☐ There has been at least a three year period between the semester(s) for which I am requesting the reprieve and the current semester.

   c. ☐ I am only requesting a reprieve for either one semester or two consecutive semesters.

   d. ☐ I have not made a "D" or "F" in any courses that were taken after the semester(s) for which I am requesting the reprieve.

   e. ☐ I have completed at least 12 hours after the semester(s) for which I am requesting the reprieve (excluding activity and performance courses).

2. Semester(s) and year(s) in which you are requesting the reprieve (can only be one semester or two consecutive semesters)

   (Ex. Fall 07 & Spring 08)

   _____

3. College or university attended during the semester(s) you are requesting the reprieve:

   _____

By signing this, I attest that I have read and understand how the reprieve policy is applied to an academic record:

_____ _____

Signature *Date*

FOR OFFICE USE ONLY

Approved: _____ Denied: _____ Signature _____ Date _____

Emailed Student: _____ Date Emailed: _____