



Application for Academic Reprieve

Office of Admissions • 1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax

In compliance with the Oklahoma State Regents for Higher Education policy on Academic Forgiveness, CASC may *approve* a Reprieve one or two *consecutive* semesters of coursework from a student's GPA calculations when the following criteria are met.

1. THREE years must have gone by from today and term(s) requested in this Academic Reprieve,
2. student must earn a minimum of 12 cr-hrs, a 2.0 GPA or higher with no grade lower than a "C" during this time,
3. activity or developmental course are not part of the 12 cr-hrs used to calculate the 2.0 GPA,
4. if Reprieve is awarded, then, all grades and hours completed in the term(s) are included in the reprieve action,
5. all courses involved in Reprieve semesters will remain on transcript, but, will not be calculated in the student's GPA.

Student should understand that all college transcripts must be on file and will be used to evaluate the Academic Reprieve. While courses involved in this Academic Reprieve cannot be used to determine the award of a degree, certain passing grades included in a reprieved semester may be used to determined competency in a subject matter (i.e. CS 1103 or ORI 1111). Lastly, should any course(s) included in Reprieve terms have been used to confer a previous degree, then Reprieve will be denied.

Notifications of APPROVE/DENY will be sent to student's email address below.

Directions: Complete and return to the Office of Admission.

Student Information		<i>(please print clearly)</i>	
1	ID Numbers:	(Social-Security-Number)	(CASC ID #, if known)
2	Name:	(first name)	(middle name) (last name)
3	Address:	(mailing address)	(city) (state) (zip code)
4	Contact Numbers:	(home) (cell)	(e-mail – NOTIFICATION will be sent here)
5	List Semester and college name: <i>(terms must be consecutive)</i>	(Semester/Year)	(College/Institution)
6	Write why you should receive this Reprieve: <i>(continue remarks on separate page if needed).</i>	<div style="text-align: right; margin-top: 10px;"> Student Signature _____ Date _____ </div>	

Office Use Only	
Criteria for Reprieve <i>(Admissions Office completes section, forwards request to Academic Affairs Committee)</i>	<input type="checkbox"/> Has <u>three years</u> elapse between today's' date & semester of reprieve request? <input type="checkbox"/> Has <u>12 credit hours</u> been earned during this elapsed time? <input type="checkbox"/> Has a <u>2.0 GPA</u> been earned during this elapsed time? <input type="checkbox"/> Has a <u>"C" grade</u> or higher been earned during this elapsed time?
Documentation of Process	<input type="radio"/> Approved <input type="radio"/> Denied <hr/> <hr/> <hr/> <div style="font-size: x-small; margin-top: 10px;"> <input type="radio"/> PX > Comment <input type="radio"/> PX > History <input type="radio"/> Contact Student _____ <input type="radio"/> Scan <input type="radio"/> File: <i>Student & Academic Forgiveness</i> </div>