

# **NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP - 5196.0**

**FOR POLICY NUMBER: N/A**

## **ACADEMIC AMNESTY**

### **1. PROCEDURE SUMMARY STATEMENT**

To establish protocol for requesting and awarding academic amnesty.

### **2. DEFINITIONS**

2.1 Academic Amnesty- When granted, removes one or two semesters of previous Northeast Community College (Northeast) coursework from a student's cumulative grade point average and earned credit hours.

### **3. PROCEDURE**

3.1 Students must successfully complete a minimum of 12 credit hours at a 3.0 GPA or 24 credit hours at a 2.5 GPA before petitioning for academic amnesty. The 12 to 24 credit hours must apply to the student's current program of study and must be completed after the term(s) for which academic amnesty is requested and before completion of earned on a continuous basis at Northeast (summers optional). Of the 12 to 24 credit hours, there can be no grade lower than a "C" before petitioning for academic amnesty.

3.2 Once credit hour and GPA requirements have been successfully completed, students seeking academic amnesty must complete the Academic Amnesty Petition form available from the Registrar. The Academic Amnesty Petition form shall specify the semester(s) for which amnesty is requested. The Registrar will determine if the student qualifies for academic amnesty. If approved, the student will receive a copy of the petition form signed by the Registrar.

3.3 Academic amnesty may be granted once per student for one or two semesters of course work and is irrevocable.

3.4 Semesters that include courses used for a previous degree cannot be removed through academic amnesty.

3.5 Credits completed during a term for which academic amnesty is granted cannot be used for prerequisite or degree requirements.

3.6 Academic amnesty has no bearing on financial aid eligibility as all terms, including those for which amnesty is granted, must be considered.

- 3.7 As a result of an approved academic amnesty, all courses, credit hours, grades and grade points attributable to the identified amnesty term(s)—including courses that were successfully completed—will be removed from credit hour and GPA data. The listing of course titles and grades remain on the student’s academic record. The transcript will state “Academic Amnesty Granted” for the semester(s) approved for amnesty.

#### 4. APPLICABILITY

N/A

**ISSUE DATE:** 04/25/2018

**EFFECTIVE DATE:** 04/25/2018

**REVISION DATE(S):** 07/10/2003 (item #9331); 04/20/2011 (item #10821); 05/01/2014;  
12/15/2014; 04/25/2018

**PRIOR POLICY/PROCEDURE NUMBER:** 5026.a; AP-5135.0

**SCHEDULE FOR REVIEW:** 2023

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Student Services

**SPONSORING DIVISION/DEPARTMENT:** Student Services

**RELATED PROCEDURES/ REFERENCE:** none

**PROCEDURE KEY WORDS:** academic amnesty