ACADEMIC FORGIVENESS POLICY

What you should know about Academic Forgiveness

When choosing this option to return to Roosevelt University, students should note the following:

- The Academic Forgiveness option may be used only once in a student’s academic career at Roosevelt University.
- The policy applies to students who have not been registered for coursework at Roosevelt University during the last three or more years.
- Graduate students, students seeking a second bachelor’s degree, and students who have been awarded a bachelor’s degree, cannot apply for Academic Forgiveness at Roosevelt University.
- Undergraduate students are eligible for Academic Forgiveness only for their first bachelor’s degree at Roosevelt University.
- Academic Forgiveness may have consequences for financial aid, and a financial aid counselor must be consulted early in the process.
- Students may request an exclusion of the maximum of 30 semester hours of grades at the D+ level or lower for courses completed at Roosevelt University only.
- No A+, A, A-, B+, B, B-, C+, C, C-, Pass grades or coursework taken at other institutions will be considered.
- Excluded grades will remain on the academic transcript and labeled as ‘Academic Forgiveness’.
- Excluded grades will not count toward the total hours required for graduation or for any specific requirement.
- The student’s academic standing will be updated after the processing of the completed Application for Academic Forgiveness and the exclusion of the grades.
- Once readmitted, a transcript hold will be placed on the student’s record which will prevent release of their official transcript until completion of their first semester back at Roosevelt University.
- Students must earn a grade of C or better in all of their course work at the close of their first semester back at Roosevelt. If this condition is not met, Academic Forgiveness will be withdrawn, and the student’s academic status will return to its previous status prior to Academic Forgiveness. Students may need to apply for Academic Reinstatement if their previous academic status was Academic Suspension.
- Readmitted students must follow the degree requirements currently in effect.
- Academic Forgiveness may not be available to all students in all degree programs. A student granted Academic Forgiveness in one program might have it withdrawn if the student transfers to another program. Students may contact the Office of Undergraduate Advising for detailed information on Academic Forgiveness in different Academic programs.

Steps to Follow when Applying for Academic Forgiveness

Applying for Academic Forgiveness is a simple process. Follow these steps:

- Complete the Application for Readmission. Please indicate on the Readmission application if you would like to learn more about Academic Forgiveness. Your Admission counselor can let you know how to apply. If your application is not approved, the Office of Admission will notify you of this decision and inform you of your next step.
- After you have been readmitted, you must make an appointment with Academic Advising to complete the Academic Forgiveness form and review courses that should be excluded.
- The Dean’s Office of your selected academic program will review and approve or deny the application.
- The Office of Financial Aid Services will determine whether or not Academic Forgiveness may have any impact on your Financial Aid Eligibility.
- You will be notified by Academic Advising after your Academic Forgiveness has been processed.

Questions?
Contact the Office of Admissions at 877-RU-Apply (Chicago)