

# Academic Forgiveness Policy Draft

## Academic Forgiveness Policy

### Purpose

The academic forgiveness policy allows forgiveness of *D* and *F* grades of a new or returning student for the purpose of calculating the Grade Point Average (GPA) required for graduation.

Academic forgiveness is available to any new or returning Fairmont State student who has not been enrolled as a full-time student (12–credit hours or more) in any higher education institution for at least four consecutive years.

### Conditions

- A forgiven course cannot be used to satisfy any course prerequisite.
- Course substitutions are not permitted in situations where academic forgiveness has previously been applied.
- Any earned credits to be forgiven must not have been applied to a previously awarded degree.
- Academic forgiveness cannot be applied to courses taken on a Credit/No-credit basis.
- Academic forgiveness will not be applied to any course in which the student was found in violation of an academic integrity policy.
- Grades that are eligible for forgiveness will remain on the student's transcript but will be excluded from the GPA calculation.
- Academic forgiveness is granted only once for any student.
- Fairmont State may accept academic forgiveness transferred from another institution if the student was in good standing when they left the prior institution. A student transferring academic forgiveness from a previous institution is not eligible for academic forgiveness again at Fairmont State.
- Fairmont State is not bound by the decision of any other institution to disregard grades earned in university-level courses. Similarly, students should be aware that academic forgiveness extended by Fairmont State may not be recognized by other institutions to which they may transfer.

### Procedure After Returning or Transferring to Fairmont State for Eligible Students

- After returning to Fairmont State, a student must complete at least 12 graded credit hours with a minimum of a 2.0 GPA to be eligible for academic forgiveness.

- The student has the choice between requesting academic forgiveness for either all *D* and *F* grades or only *F* grades. The student's choice is a final decision and cannot be subsequently reversed. A student no longer receives credit for any forgiven courses with a grade of *D*.

### Exceptions

- The Regents Bachelor of Arts Degree Program is governed by a different forgiveness policy. [hyperlink will be provided to direct students to RBA policy]
- Academic forgiveness policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition or to requirements for professional certification which may be within the province of licensure boards, external agencies, and/or the West Virginia Board of Education.

**Financial Aid Statement:** The Department of Education does not recognize academic forgiveness for Financial Aid purposes. Financial Aid must count all coursework that a student has attempted with the original grades to determine financial aid eligibility. Candidates for academic forgiveness may receive financial assistance during the readmission semester if under Financial Aid Probation and/or Academic Plan. If the student does not meet the financial aid standards of SAP or the requirements of their Academic Plan at the end of the readmission semester, student's financial aid will be suspended as dictated by the Financial Aid Satisfactory Academic Progress Policy. Candidates must notify Financial Aid Services once officially readmitted in order for financial aid eligibility to be determined at that time.

### Academic Forgiveness Request Contact Information

Fairmont State University  
Office of the Registrar  
1201 Locust Avenue  
Turley Center  
Fairmont, WV 26554  
Phone: (304) 367-4141  
Email: registrar@fairmontstate.edu

# Proposal 1: COVID-19 Dashboard

## **COVID-19 Response Committee**

### **Faculty Senate Proposal 1 – Alterations to University’s COVID-19 Dashboard**

12 October 2020

The COVID-19 Response Committee recommends to the Faculty Senate:

1. The Fairmont State University COVID Dashboard be altered:
  - i. To provide detail similar to other institutions on the Fairmont State COVID-19 dashboard, ideally following WVU’s <https://www.wvu.edu/return-to-campus/daily-test-results/morgantown> or Shepherd University’s <https://www.shepherd.edu/covid-19-dashboard/>.
  - ii. To separate cases among students, faculty, and staff; identify number of quarantine; distinguish positive cases from direct and indirect exposures; identify and update on or off-campus status of all cases, active and resolved.

Rationale: Faculty feel it is important to provide additional data in a manner presented by other West Virginia higher-education institutions. Faculty rely on data presented in a more detailed format in order to have greater awareness of the scope of the COVID pandemic’s effect on the University.

# Proposal 2: Promotion and Tenure

## **COVID-19 Response Committee**

### **Faculty Senate Proposal 2 – Pause for Promotion and Tenure Reviews**

12 October 2020

The COVID-19 Response Committee recommends that faculty be given the option to request a pause in their individual promotion and tenure reviews. This pause would commence on the lifting of all safety protocols by the University and would last for one calendar year.

Rationale: Circumstances related to the COVID-19 pandemic have altered the way many professors work and, in some instances, have hindered their capacity to fulfill some expectations traditionally placed on them by the University. The University's decision to conduct classes solely in a virtual environment for the second half of the spring 2020 semester, as well as "safer-at-home" guidelines issued by West Virginia and several other states, have made it impractical, if not impossible, for many faculty members to travel for site-specific research or creative projects, meet with research subjects, or supervise on-site student projects. The inability to engage in traditional methods of teaching, research and service affect faculty seeking reappointment, tenure, and/or promotion.

# Proposal 3: Program Reviews

## **COVID-19 Response Committee**

### **Faculty Senate Proposal 3 – Pause for Program Reviews**

12 October 2020

The COVID-19 Response Committee recommends the cessation of all program reviews while the University's COVID-related safety measures are in place. It also recommends extension of the review time frames upon the lifting of these safety measures by the university.

Rationale: The COVID-19 pandemic has caused disruption to both individual courses and academic programs through forcing unanticipated changes in curriculum delivery and content, greater unpredictability in classroom attendance and enrollment, and greater uncertainty in academic program planning.

# PPSC Recommendations

Dear Faculty Colleagues,

Article VI, Section 2 of the Fairmont State University Faculty Senate By-Laws (approved most recently on January 20, 2011) establishes a Presidential Perception Survey Committee (PPSC) as an official standing committee of the Fairmont State University Faculty Senate. Likewise, Faculty Senate Meeting Minutes of May, 2010 note the inception and approval of the PPSC as an official university committee. The PPSC consists of one member elected by each Academic Unit. Article VI, Section N of the Faculty Senate By-Laws charges this committee to review the survey instrument and process of administration and to recommend any changes to the Faculty Senate, administer the distribution of the approved survey instrument to the full-time faculty, compile the results of the survey, and report the survey's findings to the Faculty Senate.

As a result of this charge, attached you will find the Presidential Perception Survey MS Word document. The survey will open Friday, October 16 at 8:00 am and will close Friday, October 30 at 4:00 pm. PPSC member, Charley Hively, will send out reminders each Monday. Faculty may submit the survey in three ways:

- 1) in-person/on-campus
- 2) mail-in, or
- 3) by proxy.

**\*\*NOTE: ALL SURVEYS, REGARDLESS OF SUBMISSION METHOD, MUST BE RECEIVED NO LATER THAN 4PM ON October 30.**

The survey is put forth by the Faculty Senate PPSC to collect presidential perception data from full-time faculty as has been the practice of the PPSC since 2011. The committee has worked hard to produce a legitimate, detailed, anonymous paper survey coming from Fairmont State University faculty. To that end, the questions included in this survey are drawn from the Leadership Priorities outlined in the Fairmont State University Board of Governors 2017 Presidential Search document and from the 16 Competencies identified in the American Association of State Colleges and Universities (AASCU) research report on Competencies for State College and University Presidents released in 2016.

**Procedures for in-person/on-campus survey submission:**

1. Print the attached survey document and write in your responses **or** type your responses in the Word document and then print it.
2. Place your completed survey in a #10 white envelope and seal it, preferably with tape.

3. Take the sealed survey to the Circulation Desk in the Library or to the designated area in the Library Lobby during the hours listed below.
4. Present your Fairmont State Faculty ID to the Librarian on duty at the Circulation Desk or to the attendant(s) in the Library Lobby, then deposit your sealed survey envelope into the secure ballot box at that location.
5. Sign your name on the master list of eligible faculty members attending the secure ballot box. The PPSC attendant(s) or approved Library staff members will also initial and date beside your name on the master list.

**Procedures for mailing your survey submission:**

1. You may print the attached survey document and write in your responses **or** you may type your responses in the Word document and then print it.
2. Place your completed survey in a #10 white envelope and seal it, preferably with tape.
3. Make a photocopy of your Faculty ID.
4. Place both the survey envelope and the folded ID photocopy page in an envelope for mailing and seal it. Address and mail your survey submission to:

Charley Hively  
c/o Ruth Ann Musick Library  
Fairmont State University  
1201 Locust Avenue  
Fairmont, WV 26554

When your submission is received in the mail, Charley will verify the photocopied ID (that the faculty member is on the list of eligible faculty, that the ID copy is legible, and that the ID has not been used before to submit a survey) and initial beside your name on the master list and the date to indicate that your survey was received by mail. Then, Charley will deposit the white envelope containing your survey in the ballot box. Your submission will look like all the others inside the ballot box.

5. Once your survey is secured in the ballot box and your name has been checked on the master list, Charley will destroy the photocopied ID and external mailed-in envelope immediately.

**Procedures for Proxy delivery (by someone other than the person completing the survey) of survey submission:**

1. You may print the attached survey document and write in your responses **or** you may type your responses in the Word document and then print it.
2. Place your completed survey in a #10 white envelope and seal it, preferably with tape.
3. Provide your proxy with a photocopy of your Faculty ID and the completed Proxy form to submit with your completed survey. Once the survey is submitted, proxy forms and photocopied IDs will be destroyed.
4. When your submission is received in the library from the proxy, your survey will be placed in the secure ballot box, your name will be checked on the master list, initialed, and dated. Then, the proxy form and your photocopied ID will be destroyed immediately.

\*\*\*Please note that each full-time faculty member is responsible for depositing/delivering his/her own survey in the secure survey box and only with a valid Fairmont State Faculty ID. A faculty member may NOT deposit surveys other than his/her own without a completed Proxy Form and photocopy of Faculty ID. **Only one survey is permitted per envelope.** If more than one survey is contained in one envelope, all copies in that envelope will be destroyed and will not be included in the data analysis.

PRESIDENTIAL PERCEPTION SURVEY  
PROXY FORM

Faculty Member Name:

Department/School or College:

I give \_\_\_\_\_ authorization to deliver my Fall 2020 Presidential Perception survey.

Faculty Member Signature:

Date:

*This form must be presented at the time of delivery.*

Hours for depositing the survey into the secure survey box are as follows:

(Schedule to be established upon approval)

Gina Fantasia

Bill Harrison

Charley Hively

Debra Hoag

Jan Kiger

Pam Pittman

Joe Riesen

Elizabeth Savage

Phillip Yeager