



Senate Policy on Academic Forgiveness

1. Purpose

1.1. The purpose of this policy is to establish the criteria and process by which undergraduate students at Saint Mary's University may be granted Academic Forgiveness. Academic Forgiveness allows certain previously completed coursework to be excluded from the calculation of a student's Cumulative Grade Point Average (CGPA), while maintaining a record on the student's transcript.

2. Jurisdiction

2.1. This policy applies to CGPA calculations for purposes of scholarships, distinctions, entrance to honors programs, and other relevant matters for undergraduate students who have had a period of absence from Saint Mary's University for at least three (3) years, or students who have successfully switched their degree and have demonstrated acceptable academic performance following the switch. If CGPA calculations of external awards, scholarships, etc. have a set criteria, this policy does not apply in those specific cases.

3. Rationale

3.1. This policy will allow students to save time and resources that they may otherwise invest in repeating courses to improve their standing. Transfer students are admitted with credits for previously completed university courses, but the grades associated with those courses are not included in the calculation of their CGPA. This policy provides current Saint Mary's University students with a comparable opportunity. It also reduces incentives for students to transfer to another institution solely to improve their academic record.

4. Definitions

4.1. **Acceptable academic performance:** Completion of a minimum of 15 credit hours with a GPA of at least 2.0 after switching degrees or upon return from a period of absence as outlined above.

4.2. **Forgiveness period:** The terms completed before the period of absence or degree switch, on which academic forgiveness will be applied.

5. Policy

5.1. Outcome

5.1.1. In the case of a degree switch, credits can be accepted for courses that meet the core requirements of the new degree if the student has achieved a grade of D or above in those courses and indicates they want the credits. In the case of returning after a period of absence, the decision of accepting previous credits lies entirely with the Faculty.

5.1.2. A record of all coursework completed, including the original grades that were obtained, will remain on the transcript. The transcript will include a notation indicating the terms for which Academic Forgiveness has been granted.

5.1.3. Courses completed during the forgiveness period will normally be excluded from the calculation of a student's CGPA. If a course completed during that period is accepted as a requirement toward the student's current degree program, the grade for that course will be included in the CGPA calculation.

5.2. Restrictions

5.2.1. Academic Forgiveness may be granted only once during a student's academic career at Saint Mary's University.

5.2.2. Students must complete at least half the credits required for their academic program after Academic Forgiveness was applied, before they are eligible to graduate from Saint Mary's.

5.2.3. Grades assigned during the forgiveness period, due to cases of academic discipline or academic misconduct, will not be exempt from CGPA calculations.

5.3. Procedure

- 5.3.1. Students who meet the outlined criteria can apply for Academic Forgiveness by submitting an Academic Forgiveness Request Form available through Self-Service Banner or Enrolment Services.
- 5.3.2. Applications are then reviewed by Enrolment Services in consultation with designated representatives from the student's Faculty, as determined by the Dean. This includes reviewing the student's file to check for records of academic discipline and resultant grades.
- 5.3.3. The faculty representatives review the previous courses taken and decide which courses the student can receive credits to carry forward.
- 5.3.4. The decision is communicated to Enrolment Services. If approved, Academic Forgiveness is applied, a notation is added to the student's transcript, and the student is notified.

6. Related Policies, Procedures and Documents

6.1. Documents

- [Academic Forgiveness Form](#)

Additional Approval Information

- a) **Policy Number:** 8-1019
- b) **Approving Authority:** University Senate
- c) **Approved:** December 13, 2019
- d) **Responsible Office:** Enrolment Services
- e) **Responsibility:** Academic Regulations Committee
- f) **Revision Date(s):** April 10, 2026, December 13, 2019
- g) **Supersedes:** N/A
- h) **Next Required Review:** March 2031