



CARL ALBERT  
STATE COLLEGE

# 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. all college transcripts are on file and will be used to evaluate this Academic Reprieve request, and
5. applicant must be a student at CASC and seeking a degree.

Further, students should understand that:

- if any courses included in this Academic Reprieve request were used to confer a degree, then Reprieve will be denied.
- all courses included in this Academic Reprieve will remain on the transcript, but are not calculated in the student's GPA (Retention/Graduation GPA).
- courses involved in this Academic Reprieve will not be used to determine the award of a degree, but, certain passing grades included in a reprieved semester may be used to determined competency in a subject matter (i.e. CS 1103).

**Directions:** Complete and return to the Office of Admission.

Student Information							
<b>1</b>	<b>ID Numbers:</b> <div style="display: flex; justify-content: space-between;"> <span>(Social-Security-Number)</span> <span>(CASC ID #, if known)</span> </div>						
<b>2</b>	<b>Name:</b> <div style="display: flex; justify-content: space-between;"> <span>(first name)</span> <span>(middle name)</span> <span>(last name)</span> </div>						
<b>3</b>	<b>Address:</b> <div style="display: flex; justify-content: space-between;"> <span>(mailing address)</span> <span>(city)</span> <span>(state)</span> <span>(zip code)</span> </div>						
<b>4</b>	<b>Contact Numbers:</b> <div style="display: flex; justify-content: space-between;"> <span>(home)</span> <span>(cell)</span> <span>(e-mail)</span> </div>						
<b>5</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">(Semester/Year)</th> <th style="width: 50%; text-align: center;">(College/Institution)</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table>	(Semester/Year)	(College/Institution)				
(Semester/Year)	(College/Institution)						
<b>6</b>	<b>Write why you should receive this Reprieve:</b> <i>(continue remarks on separate page if needed).</i>  <div style="text-align: center;"> <span style="margin: 0 20px;">Student Signature _____</span> <span>Date _____</span> </div>						

Office Use Only	
<b>Criteria for Reprieve</b> <i>(Admissions Office completes section, forwards request to Academic Affairs Committee)</i>	<input type="checkbox"/> Is student <u>currently enrolled</u> with CASC? <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?
<b>Documentation of Process</b>  <input type="radio"/> <b>Approved</b> <input type="radio"/> <b>Denied</b> _____ _____ _____	<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 &amp; Academic Forgiveness</i>