

## **Standard Operating Procedure:**

### **1. Purpose**

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Lansing Community College recognizes that students are unsuccessful academically for a variety of reasons. Those students may return years later finding their low GPA is a barrier to fields they might otherwise be ready to enter. LCC has an Academic Amnesty Policy in order to allow such students a second chance. This “forgiveness” will eradicate 0.0s from the student’s GPA under carefully controlled conditions.

### **2. Scope**

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This policy applies to qualified students who receive a series of 0.0 grades early in their academic career resulting in low grade point average (GPA) possibly blocking their entrance into programs or fields of study.

### **3. Essential Information**

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- Qualified students may receive Academic Amnesty for a maximum of eighteen semester hours (or its quarter/term equivalent) for grades of 0.0.
- Amnesty only applies to LCC courses – not courses at other institutions.
- There is no guarantee, express or implied, that Academic Amnesty will be recognized by any other college, university, or employer.
- If Academic Amnesty is approved, the 0.0s will no longer be calculated into the students GPA. The “forgiven” grades will remain on the transcript along with a special notation explaining Academic Amnesty.
- In order for a student to qualify for Academic Amnesty, the following conditions must be met:
  - Five years or more must have lapsed since the last grade for which amnesty is requested.
  - The student must have earned a minimum of 12 semester credits numbered 100 or above at LCC, and have a cumulative GPA of at least a 2.0 or higher since the last grade for which amnesty is being requested.
- Academic Amnesty may be granted only once to any student and is irrevocable.
- The Petition/Application for Academic Amnesty must be received by the Registrar’s office by the 10<sup>th</sup> week of the semester for consideration and action by the end of the semester. For additional information, please go to the [Registrar’s](#) webpage.

### **4. Responsibilities**

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The Registrar is responsible for preparing procedures to implement the Academic Amnesty Policy.

## **5. Procedure**

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1. Student is required to meet with an Academic Advisor to initiate the Academic Amnesty Process. Please go to the [Academic Advising](#) webpage for additional information.
2. The Academic Advisor will assist the student in completing the Academic Amnesty application.
3. The Academic Amnesty application is submitted to the Registrar's office for review and processing.
4. If approved, adjustments will be made to pull the 0.0 grades out of the GPA calculations and a letter will be issued indicating that the application has been approved and processed.
5. If denied, no adjustments are made and a letter is issued with notification that the application has been denied and why. An email with the same information is sent to the student's LCC email address.



## Lansing Community College - Standard Operating Procedure

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**SOP Name:** Academic Amnesty

**SOP #:** RO.001

**Name of Committee:** Academic Procedure Advisory Committee

**Individual Responsible for SOP:** Registrar's Office

**Effective Date:** Summer 2019

**Initial Approval Date:** 28 June 2019

**Last Review/Update Date:** June 2019

**Next Review Date:** June 2022

**\*Does this procedure support a Board Policy or a College Operating Policy? Yes**  
If yes, identify: [Board Policy 3.001 – Academic Amnesty](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

**\*Does this procedure support HLC criteria? Yes**  
If yes, identify: [3A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

**\*Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.**