



Frederick Community College Procedure

Section 4.12 Academic Standards	Procedure Number	4.12k
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Academic Clemency	Policy Number	4.12
	Assigned to	Senate
	Approved	03/14/12
	Effective Date	08/27/12
	Repealed Effective	6/6/16

- A. Academic Clemency provides students returning to the college an opportunity to address prior unsatisfactory academic performance. Students will be made aware of the Academic Clemency Procedure through the re-admission letter provided to them upon re-application to the college.

- B. Students who wish to apply for Academic Clemency will meet with a member of the Counseling and Advising department to discuss the procedure.
 - 1. A student may only request Academic Clemency once.
 - 2. A student must have not attended Frederick Community College for two years before he or she is eligible to request Academic Clemency.
 - 3. A student must demonstrate that she or he has the ability to benefit from college. Therefore, upon re-admission to the college, a student must achieve a minimum 2.0 GPA in all courses attempted by the end of the semester in which the student reaches at least 12 attempted credits, 6 of which must be General Education credits, by completing 12 credits of coursework, 6 of which must be General Education credits, with a cumulative GPA of 2.00 in those 12 credits before being eligible to apply for Academic Clemency.
 - 4. Only courses in which a grade of “F” or “D” has been earned will be considered for Academic Clemency.
 - 5. Developmental courses will not be considered for Academic Clemency.
 - 6. Courses that are required for the student’s major are not eligible for consideration under the Academic Clemency procedure, and therefore, students must repeat those courses. In accordance with the college’s procedure on repeating courses when a course is repeated, the higher grade will be used in the calculation of Grade Point Average.

- C. When a student has met the conditions of Academic Clemency, he or she will meet with a member of the Counseling and Advising department to develop an Academic Clemency plan and complete the Request for Academic Clemency form.
 - 1. The number of credits that may be considered for Academic Clemency will be determined on a case by case basis by the Counseling and Advising staff member working with the student but in no case can exceed 24 credits.

2. The Counseling and Advising staff member will sign the completed Request for Academic Clemency form and forward it to the AVP of Student Operations for final approval and recording.
3. All course attempts will remain on the transcript. Courses that have been approved for Academic Clemency will be designated with the grade of FX.