



ACADEMIC CLEMENCY ELIGIBILITY AND APPLICATION PROCEDURES

Salisbury University recognizes that some students may, for a variety of reasons, develop academic records that do not reflect their true abilities. Students who leave the University with poor academic records may wish to receive academic clemency upon their return. To encourage students to try again after an unsuccessful experience, the University is prepared to extend academic clemency.

Clemency may be requested by students who have not attended the University for at least five calendar years. Students must be registered at Salisbury University at the time of their clemency application. Students are only eligible for clemency one time during their academic career and must apply during their first semester of enrollment as a returning student. Students seeking clemency must submit a written request along with the completed form below. The request should briefly explain the circumstances resulting in past poor performance and planned actions to avoid such outcomes in the future. Students may petition to have up to 16 credit hours of D and F grades removed from the grade point averages. The grades of D and F will remain on the transcript with an X beside them. When clemency is granted for D grades the previously earned credits will be lost. The grade point averages of students who have received clemency will be recalculated to reflect that clemency. Students who receive clemency are eligible to graduate with honors.

Application Procedures

Students seeking academic clemency must carry out the following procedures during their first semester of enrollment as a returning student.

1. Obtain the following forms either from the Registrar's webpage:
<https://www.salisbury.edu/administration/academic-affairs/registrar/resources/forms.aspx>
 - a. [Readmission Application form](#). (Students who are already readmitted to the University need not submit a Readmission Application.)
 - b. Academic Clemency Request form - listed on the page below.
2. Submit the completed Readmission Application to the Registrar's Office.
3. Email the following documents to the Academic Affairs Office, provost@salisbury.edu, with "Clemency Request" as the subject:
 - a. Written request.
 - b. Completed and signed Academic Clemency Request form.
 - c. Copy of your SU unofficial transcript (available on GullNet or from the Registrar's Office).
4. Clemency requests will be reviewed after the first week of classes during the first semester of enrollment as a returning student. Notification of the decision will be sent via SU student email and USPS. Approved clemency requests will be posted at the end of the student's returning semester, provided the student remained enrolled in coursework and successfully completed their courses with a 2.0 GPA or higher.



ACADEMIC CLEMENCY REQUEST
(Must be attached to letter requesting clemency)

Name _____ Student Id: _____

I wish to request that academic clemency be granted for the following courses:

<u>Semester</u>	<u>Dept.</u>	<u>Course No.</u>	<u>Section No.</u>	<u>Grade</u>	<u>Credit Hours</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TOTAL CREDITS

Student's Signature _____ Date _____

ACADEMIC AFFAIRS OFFICE USE

Clemency granted _____ (date)

Denied _____ (date)

Reason for Denial _____

Signature of Official _____

Original: Academic Affairs

Cc: Registrar
Financial Aid
Student