

**ACADEMIC REPRIEVE REQUEST**  
**East Central University Ada, OK 74820-6999**

NAME \_\_\_\_\_ SSN \_\_\_\_\_ ID \_\_\_\_\_  
 LAST FIRST MI

SEMESTER(S) OR TERM REQUESTING TO BE REPRIEVED \_\_\_\_\_  
 (MUST BE CONSECUTIVE, LIMIT 2) SEMESTER SCHOOL WHERE TAKEN  
 \_\_\_\_\_ SEMESTER SCHOOL WHERE TAKEN

EXTENUATING CIRCUMSTANCES CAUSING POOR GRADES  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I understand that since the semester I am requesting to be reprieved, I cannot have a grade below a C, 3 years must have elapsed, I must have a 2.0 cumulative GPA in all course work and I must have completed at least 12 semester hours, excluding activity or performance courses. In addition, the circumstances which caused the unsatisfactory grades must be extenuating. I also understand that this decision is not automatic, even if all conditions exist. I must also be enrolled at East Central University to request an academic reprieve.**

Date \_\_\_\_\_ Student signature \_\_\_\_\_

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**OFFICE USE ONLY**

REGULATIONS MET \_\_\_\_\_  
 semester reprieved  
 \_\_\_\_\_ 3 yrs elapsed  
 \_\_\_\_\_ 12 hrs completed since  
 \_\_\_\_\_ 2.0 GPA  
 \_\_\_\_\_ No grade below C  
 \_\_\_\_\_ Semesters consecutive  
 Approval \_\_\_\_ Denied \_\_\_\_\_ A&R Representative \_\_\_\_

**Extenuating Circumstances**  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 Acad Affairs Rep \_\_\_\_\_  
 Date \_\_\_\_\_

\_\_\_\_\_ Notification letter  
 \_\_\_\_\_ Comp GPA  
 \_\_\_\_\_ Comp Note  
 \_\_\_\_\_ Courses coded  
 \_\_\_\_\_ K:\Report\RPV.wpd  
 \_\_\_\_\_ Degree Check  
 \_\_\_\_\_ VA Code  
 \_\_\_\_\_ Copy to Stu & Adv  
 \_\_\_\_\_ Print Display Trans

REGULATIONS MET \_\_\_\_\_  
 semester reprieved  
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 \_\_\_\_\_ 2.0 GPA  
 \_\_\_\_\_ No grade below C  
 \_\_\_\_\_ Semesters consecutive  
 Approval \_\_\_\_ Denied \_\_\_\_\_ A&R Representative \_\_\_\_\_

## **EAST CENTRAL UNIVERSITY ACADEMIC REPRIEVE POLICY**

The student must complete the Request for Academic Reprieve form, indicating the semester(s) he or she wishes to have considered for reprieve. The form should be submitted to the Office of Admissions & Records where it will be checked to see if the following conditions are met.

(1) At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request.

(2) The student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses since the semester being requested reprieved.

(3) The request may be for no more than two semesters or terms and these semesters must be consecutive. Summers are to be considered as part of the two.

(4) The student must be currently enrolled at East Central University.

The student is allowed only one academic reprieve or renewal in an academic career, and only one option (reprieve or renewal) can be used. East Central University will consider reprieving course work from another school. East Central University reserves the right to reprieve only one semester if two semesters are requested reprieved. Graduate students and post-graduate students not pursuing a second bachelor's degree or first-time teaching certificate will not be considered for an academic reprieve.

If a reprieve is awarded, all grades and hours during the reprieved enrollment period are included. Reprieves granted by other institutions will not be honored; however, the student may apply for a reprieve for the same semester while a student at ECU.

The academic reprieve may be granted if approved by appointed representatives from the Academic Affairs Office and Office of Admissions & Records.