



Name of Policy: Academic Grade Forgiveness
Source: Student Affairs and Academic Affairs
Date Revised: June 2017
Form to Complete: Academic Grade Forgiveness Application, see the Registrar to initiate

**Policy:**

If students successfully repeat a class with a grade of “C” or better, students may request to have the class in which they earned a grade of “D” or “F” forgiven if they have not been awarded a degree. Students may request grade forgiveness up to a total of twelve (12) credit hours their total time at KCAI.

Courses in which students have earned a grade of “F” must be repeated if it is a B.F.A. requirement. To qualify for forgiveness of the original course, students must earn a minimum grade of “C” or better. Only repeated courses with an earned grade of “C” may be used to request academic forgiveness. In situations where the exact course to be repeated is not available, a course which otherwise satisfies the requirement may be substituted with approval of the appropriate department chair/program head.

Major studio courses must be passed with a C- or better; in these situations, the course syllabus will provide a statement informing students that a C- is necessary to pass. Students earning a D or D+ grade in these courses will typically be required to repeat the course; the timing of the course(s) repeated and progression in major studio will be at the discretion of the department chair.

However, there may be times when a student earns a D or D+ in one of these courses and the instructor determines, at their own discretion, that the student has demonstrated the necessary skills to continue on in the program. In situations where an instructor is considering not requiring a student to retake a course for which a D or D+ was earned, the instructor will consult with the department chair/program head. However, students must maintain a 2.0 semester and cumulative GPA to remain in good academic standing. Students must also maintain a 2.0 in their major studio to progress in major studio courses.

Only the repeated grade will be used in determining cumulative grade point average. However, the original course grade remains a part of the permanent record without being computed in the grade point average.

Only KCAI courses can be used toward grade forgiveness.

**Procedure:**

Students should contact the Registrar to initiate the application for grade forgiveness.