



EASTERN  
GATEWAY  
COMMUNITY  
COLLEGE

**EASTERN GATEWAY COMMUNITY COLLEGE**  
**COLLEGE CATALOG 2020-2021 ADDENDUM**

**ORIGINAL CATALOG PUBLISHED March 2020**

**Addendum approved by cabinet (date): April 7, 2021**  
**Addendum published (date): April 26, 2021**

**Catalog Addendum Purpose:**

What is the purpose of this addendum?

*To add a Forgiveness Policy to the catalog*

**Catalog Addendum Effective Date:**

What is the effective date of this addendum?

Immediately

**Catalog Addendum:**

List the detailed changes to the catalog, i.e. updated curriculum grid, updated tuition or fee, updated policy, etc.

A new Forgiveness Policy will be added to the catalog.

The above information replaces, supplements, or updates, the corresponding section(s) of the 2020-2021 Catalog on Page(s) [List the page number(s) to which the addendum specifically applies.]

The new Forgiveness Policy will be inserted on page 236, prior to Academic Warning, and is included here for your reference.

meeting (SAP) satisfactory academic progress will be required to appeal in order to change programs and will be limited on the number of allowable program changes to four (4).

### *Special Academic Standards for Clinical-Based Healthcare Programs*

In clinical-based healthcare programs where the minimum passing grade for core courses is a C+ (76%), a student will be dismissed after two failures in the core courses of the program, irrespective of program grade point average (CGPA) and without previously being placed on Academic Warning. All other SAP standards also apply to students enrolled in clinical based healthcare programs. The student may appeal the dismissal (see Academic Appeal).

### *Developmental Courses*

A student may be required to take one or more developmental courses to establish a foundation for academic success. A student may receive financial aid for development coursework up to 30 hours.

### *Repeat Courses*

Students who fail a course may repeat the course and receive financial aid for the course (as long as they are meeting SAP). Students who successfully pass a course and wish to repeat the course may do so only once and receive financial aid.

## **ACADEMIC FORGIVENESS POLICY**

The Academic Forgiveness policy exists to help former Eastern Gateway Community College students to return to their studies after a significant absence and prior to earning a degree. Eligible students may have left the college after unsatisfactory academic performance and now wish to return and renew their commitment to learning. Forgiveness can also be available to students that have left the college and upon return are changing their course of study. As a result, these students choosing to go in a different direction will not have the burden of carrying unsuccessful grades from prior courses that do not apply into their new major.

Forgiveness is available to any Eastern Gateway Community College student who:

- Has not been enrolled for a period of one calendar year (12 months).
- Is enrolled as a current student in the term the Academic Forgiveness form is filed.
- Upon return, the student must complete 12 credit hours showing the ability to sustain good academic standing (GPA 2.0 or better) before Academic Forgiveness can be applied.
- Has not earned a degree from the institution.

### **Policy General Information**

- Academic Forgiveness can only be used one time during the student's time at EGCC; it is not reversible.
- Forgiveness is limited to 12 credit hours.
- Only grades earned at EGCC are eligible.
- It cannot be applied to developmental courses.
- Forgiveness may not be applied to F grades that result from academic dishonesty.
- Forgiveness is limited to grades of D or F.
- Grades that are forgiven will be noted on the transcript with the letter Z. They also will not be calculated in the cumulative GPA.
- The original GPA prior to Academic Forgiveness will be used when calculating or applying for honors or other recognition upon graduation.

- Students transferring to another college or university will fall under their policies for accepting grades. Another institution may not accept EGCC's Academic Forgiveness policy and may count all grades received in their application process.
- Federal financial aid regulations do not recognize Academic Forgiveness. Forgiven courses can still be considered when applying for financial aid.

### Procedure

Upon return to the college, students must follow the following procedure for applying for Academic Forgiveness.

- Students must contact their Enrollment Specialist/Academic Advisor and will work on an academic plan for success. This may include tutoring or adjusted scheduling.
- Students will work with their Enrollment Specialist/Academic Advisor to fill out the Academic Forgiveness paperwork upon their return to EGCC.
- If changing a major, a Change of Major form must be filed prior to or at the same time the Forgiveness form is filed.
- The Academic Forgiveness form will be submitted to the Office of Dean where their program resides.
- The Dean's Office will acknowledge the receipt of the paperwork.
- Once the student has completed the required 12 credits in good standing, the Dean will review the request for Academic Forgiveness and will approve or deny the request.
- The Dean's Office will notify the Registrar's Office of the determination. If approved, the Registrar's Office will process all paperwork and update transcripts accordingly.

### Exceptions/Explanations

If a student fails to maintain the minimum 2.0 GPA or withdraws from courses, the eligibility period for Academic Forgiveness will be forfeited. Students will not be able to reapply for Academic Forgiveness during the remainder of their studies at EGCC. Students that are denied Academic Forgiveness may appeal the decision to the Senior Vice President of Academic Affairs through the appeal system.

### ACADEMIC WARNING

When SAP is evaluated at the end of a semester or payment period, any student who fails to meet the minimum CGPA and the Pace standards will be placed on Academic Warning. A student placed on Academic Warning will be notified of the warning status and is required to seek academic advisement. While on warning status, a student is eligible to remain in school and receive federal financial aid without an appeal. The institution requires the student to seek academic advisement and work to improve grades before the next SAP check period. A student who meets the minimum CGPA and Pace standard at the end of the subsequent semester or payment period after being placed on warning will return to good academic standing.

### TERMINATION (Dismissal from the College for Lack of Satisfactory Academic Progress)

A student who fails to meet the minimum CGPA and Pace standard at the end of the subsequent semester or payment period after being placed on warning will be dismissed from the College and is ineligible to receive federal financial aid unless he or she successfully appeals that determination (see Academic Appeal). A student will be dismissed from the College for lack of satisfactory academic progress in the following circumstances:

- The student did not increase his or her CGPA to at least 2.00 by the end of one semester or payment period on Academic Warning.
- The student did not meet the pace requirement outlined in the minimum standards table above by the end of one semester or payment period on Academic Warning.

- The student received two failures in the core courses of a clinical-based healthcare program, irrespective of CGPA. A student may be dismissed without first being placed on Academic Warning in this instance.

### *Academic Appeal*

If mitigating or extenuating circumstances exist, a student may appeal a dismissal from the College and termination of financial aid by submitting an Academic Appeal Form to the appropriate academic administrator. Valid circumstances include a serious injury or illness, death of a relative or other special circumstance. The appeal must be submitted in writing and provide an explanation of the circumstance that caused the unsatisfactory academic performance and how the student has overcome the circumstance. Supporting documentation is required. All decisions on academic appeals are final. Only one (1) academic appeal is permitted throughout the student's academic career at EGCC.