



Petition to Seek Academic Clemency

(Returning Undergraduates Only)

Student Instructions

- Complete the Student Information Section below
- Read the policy and conditions included.
- Sign the form and submit to major college dean. Contact the Registrar's Office for assistance in identifying appropriate dean.

Student information

Current Name _____ UMID _____

Name when last attended UM (if different) _____

Birthdate (MM/DD) _____ Phone number _____

UM Email _____ Personal Email _____

Last college attended _____ Last semester attended _____

Semester of return to UM _____ Major _____

Are you returning to a teacher education program, such as elementary education, early childhood education, FCS education, or music education? Yes _____ No _____

Undergraduate Academic Clemency Policy

A former undergraduate student may apply for Academic Clemency to the dean of the college in which the student intends to pursue a major if the student has not been enrolled at any academic institution for at least 36 months and has not previously been granted Academic Clemency at the University. The student must earn a 2.5 GPA or higher in at least 12 hours of degree-applicable coursework (approved by the dean) in the first term following readmission to the University in order for Clemency to be applied. Once Clemency has been earned, the following rules apply to the student's academic record:

- *Degree requirements will be in accordance with those in effect at the time of the student's readmission.*
- *All previous academic work will remain on the student's transcript with an appropriate notation, but the grades for previous work are not used in computing the UM GPA. Institutional courses in which grades of "C" or higher were earned during previous attendance may be applied to graduation requirements. Institutional courses in which grades of "D" were earned during previous college attendance may not be applied to graduation requirements.*
- *No adjustments will be made to previously accepted transfer coursework.*

After Clemency is granted, the student's UM GPA will be recalculated beginning with the semester in which the student was readmitted to the University through the Academic Clemency process. The student's academic standing in previous semesters will not be changed.

Student acknowledgement and signature

By my signature below, I acknowledge that I am petitioning to seek clemency during the first semester of my return to the University of Montevallo to resume my undergraduate studies. Furthermore, I have read the policy above and understand and accept the opportunity, conditions, and responsibility.

Student Signature _____ **Date** _____

Student Comments (optional)

College Dean Section

Dean instructions

- Schedule an appointment to meet with the returning student.
- Review student's evaluation, note effects of clemency academic progress, and determine if clemency is in student's best interest. If needed, request a 'what-if clemency is earned' evaluation from Registrar's Office.
- Note decision and include any comments below. Notify student, chair, and advisor of decision.
- Sign and forward form to Registrar's Office.

Petition received on _____

Student approved to seek clemency? Yes _____ No _____

Dean's Comments (optional) _____

Dean's Signature _____ Date _____

Registrar's Office Section

Registrar's instructions

- If not approved to seek clemency, note below and on SPACMNT. Sign, archive form.
- If approved, note on SPACMNT and retain form until end of the evaluation semester.
- If student does not earn clemency, notify student, dean, chair, advisor. Complete section below, sign, archive form.
- If student does earn clemency, note on SPACMNT, adjust institutional academic history, standing accordingly. Notify student, dean, chair, advisor, Student Aid. Complete section below, sign, archive form.

Decision received on _____

Semester of Evaluation _____ Enrolled for 12+ hours? Yes _____ No _____

Clemency Earned? Yes _____ No _____ Clemency Processed on _____

Notifications sent to the student, dean, chair, advisor, and Student Aid on _____

Registrar Comments (optional)

Registrar's Signature _____ Date _____