**Proposal for establishment of a freshman forgiveness policy**

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| Source of the Proposal | The Course and Standing Committee of the Faculty Senate |
| Level of degree | Associate and Baccalaureate |
| Consultations | Academic Affairs, Curriculum Coordinator, Registrar’s Office |
| Date Effective | Fall 2021 |
| Proposal | The College of Staten Island implements an official freshman forgiveness policy for currently-enrolled undergraduate students, upon completion of their first term of matriculation. |
| Rationale for change | There is no formal freshman forgiveness policy for first-year undergraduate students to proactively address and remedy the academic challenges that they face during the transition to college, or that result from situations occurring outside of the classroom. Implementation of a forgiveness policy, with established deadlines for opting in, would allow time for students to receive appropriate guidance from advisors, faculty, and other College personnel and make an informed decision about their next steps. It would also allow the College to engage in specific outreach to such students and assist them with accessing the necessary resources to improve their academic performance and decrease the odds of them being academically dismissed at the end of their first year of college. |
| Objectives | * Ensure that students who find themselves in academic difficulty during their first term of matriculation receive all necessary information regarding the academic and financial aid implications of the decision; * Provide a formal structure for students to exercise this option; * Allow for the College to conduct proactive outreach to students during the academic alert period and after completion of their first term of matriculation; * Decrease the number of freshman students who are placed on academic probation at the end of their first term of attendance (thereby decreasing the number of freshman students who either stop out or are dismissed at the conclusion of their first year of attendance). |
| Assessment plans | Based on the submission of an official request to utilize freshman forgiveness, the College would be able to collect numerical and academic data on the actual number of students who utilize the policy. The College would also be able to compare the first-year dismissal rates for students prior to and post-implementation, to assess its impact on retention. |
| Expected impacts on enrollment | There may be a positive impact on enrollment, specifically for retaining students from their freshman to sophomore year, since the College will have a more definitive pool of students to follow up with and target outreach toward. |
| Expected impacts on classwork/registration | Given that first-term students would typically have to repeat any courses for which they received a letter grade of F, there is currently no expectation of a positive or negative impact on classwork or course registration. |
| Proposed policy | Upon completion of their first term of matriculation, first-term freshman students\* may request that all earned F grades for credit-bearing classes, regardless of program or department offering them, be removed from GPA calculations for that semester. Any F grades which the student requests forgiveness of will be reflected as NC on the academic transcript, and the NC will have no impact on the student’s GPA.  For a course to be eligible for forgiveness, the student must remain in the class for the entire term and a grade of F must be earned.  The forgiveness request must be made immediately upon completion of the first term of matriculation (but no later than January 1 for fall-term entrants and June 1 for spring-term entrants), and is not retroactive.  Students may ask for one or more earned F grades to be forgiven, up to the entire amount of credits being taken in their first term of matriculation.  Grades of WU and/or D are not eligible for forgiveness.  \*First-term students are identified in CUNYfirst with the program code FRSH. |