

South Dakota State University

Academic Amnesty Petition Form

Modified September 2015

Student Name _____ Student ID # _____

Last

First

MI

Local Address _____

Phone _____ Jacks E-mail Address _____

STUDENT PORTION:

Basic Requirements:

1. Are you currently seeking an undergraduate degree at SDSU? _____ Yes _____ No
Major _____ College _____
2. Did a minimum of 3 consecutive terms including only fall and/or spring terms elapse since your last postsecondary institution attendance prior to your current SDSU admission? _____ Yes _____ No
3. Have you completed a minimum of 24 graded credit hours at SDSU with a GPA of 2.0 or above?
_____ Yes _____ No
4. Total Credits Attempted _____ Total Credits Completed _____ GPA _____
5. Have you received a baccalaureate degree from any university? _____ Yes _____ No
6. Have you been granted any prior academic amnesty at any South Dakota Regental university?
(BHSU, DSU, NSU, SDSM&T, USD) _____ Yes _____ No

Prior Postsecondary Attendance:

1. Previous Work at SDSU (must include ALL previous enrollments at SDSU):
Dates of Attendance From _____ To _____
2. Previous Work at other postsecondary institutions (must include ALL previous enrollments at each postsecondary institution):
Postsecondary Institution _____ Dates of Attendance From _____ To _____
Postsecondary Institution _____ Dates of Attendance From _____ To _____
Postsecondary Institution _____ Dates of Attendance From _____ To _____

Amnesty Request: Identify specific time period of the academic amnesty request. Please describe why you think academic amnesty is justified in your case.

I have read and understand the provisions of the academic amnesty policy. All the answers I have given on this academic amnesty petition are accurate and true.

Signature _____ Date _____

Remit to the Records and Registration Office.

FOR SDSU USE:

Registrar Evaluation: Basic requirements for amnesty have been met. _____ Yes _____ No
(transcript/comments attached)

Initials

Date

Recommend Approval

Yes _____ No

Major Academic Advisor _____

Signature

Date

Comments:

_____ Yes _____ No
Signature

Provost/VPAA _____

Date

Comments:

BOR approval needed only when an exception is requested by the Provost/VPAA

_____ Yes _____ No

Board of Regents Approval _____

Signature

Date

Forward to Registrar's Office when completed.

Amnesty Recorded _____

Initials

Date

Copies sent: Student, Advisor, Financial Aid, Office of Academic Affairs

Academic Amnesty Policy

South Dakota Board of Regents

Policy 2:10.6

The goal of academic amnesty is to respond to the academic needs of matured individuals as they develop newly identified potential. Through the application of academic amnesty, the student's prior academic record can be excluded from current work under certain conditions.

To be eligible, the student must:

1. be an undergraduate, full-time or part-time, degree-seeking student at one of the universities in the South Dakota Regental system;
2. not have been enrolled in any postsecondary institution for a minimum of three consecutive terms including only Fall and/or Spring terms, prior to the most recent admission to the home institution. Exceptions may be granted in rare cases only by the Board of Regents Senior Administrator upon recommendation by the Vice President for Academic Affairs;
3. have completed a minimum of 24 graded credit hours taken at any Regental university with a minimum grade point average of 2.0 for the 24 credit hours after the most recent admission to the home institution;
4. not have earned a baccalaureate degree from any university;
5. not have been granted any prior academic amnesty at any Regental university;
6. Submit a formal Academic Amnesty Petition to their home university following the procedures established by that university.

Conditions:

1. Academic amnesty does not apply to individual courses.
Academic amnesty may be requested for either (a) all previous post-secondary education courses, or (b) all previous post-secondary education courses at a specific post-secondary institution or (c) a specified time period not to exceed one academic year (Fall/Spring) completed at any postsecondary institution(s).
2. Academic amnesty, if granted, shall not be rescinded.
3. Courses for which academic amnesty is granted will:
 - a. Remain on the student's permanent record;
 - b. Be recorded on the student's undergraduate transcript with the original grade followed by an asterisk (*);
 - c. Not be included in the calculation of the student's grade point average because no credit is given;
 - d. Not be used to satisfy any of the graduation requirements of the current degree program.
4. Academic amnesty decisions will be made the student's home institution, will be honored by all programs within the home institution, and will be honored by all other institutions within the South Dakota Regental system.
5. Universities outside of the South Dakota Regental system are not bound by the academic amnesty decisions made by the South Dakota Regental system.
6. Regental undergraduate programs and graduate professional schools may consider all previous undergraduate course work when making admission decisions.

Procedure:

1. Complete the academic amnesty petition form. Attach any letters, transcripts or documentation that would be pertinent to your petition.
2. Return completed petition to the Records and Registration office for review.
3. If the student meets all of the requirements for academic amnesty, the completed and reviewed petition will be forwarded to the student's Academic Advisor for review and signature. The advisor will forward to the Provost/Vice President of Academic Affairs (or designee) for review and approval.
4. Once all approvals/signatures are secured, it will be returned to the Records and Registration office by the Office of Academic Affairs
5. A letter will be sent to the student notifying of approval.
6. If the student does not meet the requirements for academic amnesty, the student will be contacted by the Records and Registration Office and notified of which requirements were not met.
7. If a student is determined to not be eligible for academic amnesty due to not meeting requirement 2) *not have been enrolled in any postsecondary institution for a minimum of three consecutive terms including only fall and/or spring terms prior to the most recent admission to the home institution*, exceptions may be granted in rare cases by the Board of Regents' Vice President for Academic Affairs upon recommendation by the Provost/Vice President for Academic Affairs at SDSU.
8. If the student would like to request an exception due to not meeting requirement 2, resubmit the completed petition and any supporting documentation to the Office of Academic Affairs for consideration.
9. The Office of Academic Affairs will notify the student of the decision.
10. Exceptions are considered only when the student does not meet requirement 2. If other requirements are not met, exceptions are not considered.