

Office/Contact: Office of Academic Affairs
Source: SDBOR Policy 2:10
Link: <https://www.sdbor.edu/policy/documents/2-10.pdf>
Associated Forms: [Academic Amnesty Petition Form](#)

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Academic Amnesty
NUMBER: 2:9

1. Purpose

This policy and its procedures implement SDBOR Policy 2:10. 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.

2. Policy

a. To be eligible, the student must:

- i. be an undergraduate, full-time or part-time, degree-seeking student at the University;
- ii. not have been enrolled in any postsecondary institution for a minimum of three (3) 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 SDBOR Vice President for Academic Affairs upon recommendation by the University Provost/Vice President for Academic Affairs;
- iii. have completed a minimum of 24 graded credit hours taken at any SDBOR university with a minimum grade point average of 2.0 for the 24 credit hours after the most recent admission to the home institution;
- iv. not have earned a baccalaureate degree from any university;
- v. not have been granted any prior academic amnesty at any SDBOR university;
- vi. submit the *Academic Amnesty Petition Form* to the Records and Registration Office following the procedures established by the University.

b. Conditions:

- i. Academic amnesty does not apply to individual courses.

- ii. 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 (1) academic year (Fall/Spring) completed at any postsecondary institution(s).
- iii. Academic amnesty, if granted, shall not be rescinded.
- iv. Courses for which academic amnesty is granted will:
 - 1. Remain on the student's permanent record;
 - 2. Be recorded on the student's undergraduate transcript with the original grade followed by an asterisk (*);
 - 3. Not be included in the calculation of the student's grade point average because no credit is given;
 - 4. Not be used to satisfy any of the graduation requirements of the current degree program.
- v. 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 SDBOR system.
- vi. Universities outside of the SDBOR system are not bound by the academic amnesty decisions made by the SDBOR system.
- vii. SDBOR undergraduate programs and graduate professional schools may consider all previous undergraduate course work when making admission decisions.

3. Procedures

- a. The student completes the *Academic Amnesty Petition Form*. Attach any letters, transcripts or documentation that would be pertinent to the petition.
- b. Student returns completed petition to the University's Records and Registration Office for review.
- c. 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 and Vice President of Academic Affairs or designee for review and approval.
- d. Once all approvals/signatures are secured, it will be returned to the Records and Registration office by the Office of Academic Affairs.
- e. A letter will be sent to the student notifying of approval.
- f. 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.

- g. If a student is determined to not be eligible for academic amnesty due to not meeting requirement 2.a.ii
 - i. If the student would like to request an exception due to not meeting requirement 2.a.ii, resubmit the completed petition and any supporting documentation to the Office of Academic Affairs for consideration.
 - ii. The Office of Academic Affairs will notify the student of the decision.
 - iii. Exceptions are considered when the student does not meet requirement 2.a.ii. If other requirements are not met, exceptions are not considered.

4. Responsible Administrator

The Provost and Vice President for Academic Affairs, successor, or designee is responsible for annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of modifications to this policy and its procedures.

SOURCE: Approved by President on 11/27/2013. Revised to correct reference to governing SDBOR Policy on 01/14/2015. Revised to adopt revisions of SDBOR Policy 2:10 on 07/13/2015.