

## Policy

ACADEMIC FORGIVENESS POLICY  
EFFECTIVE DATE: JANUARY 2019

REVIEWED: JANUARY 2025

DCB.505

### Policy

Dakota College at Bottineau shall establish rules and regulations for academic forgiveness allowing under defined circumstances, a student to request all grades from a semester(s) to be excluded from their GPA calculation.

### Regulations

1. A student may only exercise the option of academic forgiveness once.
2. Academic forgiveness applies to students who have not been in attendance for four or more years.
3. Academic forgiveness may be requested for one or more semesters as long as those semester(s) are prior to the four-year interval.
4. Students who completed a degree (associate degree, diploma, certificate, or certificate of completion) at Dakota College at Bottineau will not qualify for academic forgiveness.
5. Academic forgiveness will be applied to all Dakota College at Bottineau courses within the requested semester(s) which includes all passing and failing grades.
6. Courses and grades for the semester(s) selected will remain on the student's academic record as attempted, but credits, honor points, and grades will be excluded from grade point average calculations. Academic forgiveness may affect eligibility of federal financial aid.
7. The prior academic standing of a student will not change as a result of academic forgiveness.
8. Courses where grades have been excluded cannot be used to satisfy any academic requirements.
9. Extenuating circumstances will be dealt with on an individual basis by the appropriate Associate Dean.

### Procedure

1. Students wishing to request academic forgiveness may consult with the Registrar to be counseled on proper procedures.
2. Student obtains and completes the academic forgiveness form. This form is available in the Student Services Office or online through the Dakota College at Bottineau website.
3. Upon Registrar approval, a confirmation stating the results of the request will be sent to the student by Student Services Office.
4. The academic forgiveness process may take up to four weeks.