**Student Policy - Grade Forgiveness**

**Policy:**

A former Bismarck State College student, who has not completed an associate degree, diploma, or a certificate, and has not been in attendance at Bismarck State College for four or more years, may request to exclude from G.P.A. calculations all grades earned in selected full semesters completed at Bismarck State College prior to the four year interval.

**Regulations:**

1. Students wishing to request grade forgiveness will consult with the Registrar to be counseled on proper procedures.

2. A student may only exercise the option of "grade forgiveness" once.

3. Although the grades will be excluded from calculating the students G.P.A. the courses and forgiven grades will remain on the student's transcript.

4. Courses where grades have been excluded cannot be used to satisfy any academic requirements.

5. Extenuating circumstances will be dealt with on an individual basis by the Faculty Senate Committee on Academic Standards.

**Procedure:**

1. Student obtains grade forgiveness form online at the following web site [http://www.bismarckstate.edu/current/records/forms/](http://www.bismarckstate.edu/current/records/forms/).

2. Student completes grade forgiveness form and returns to BSC Academic Record’s office.

3. After reviewing the grade forgiveness form and recommendation of the Registrar, the BSC Academic Record’s Office staff will record necessary Grade Forgiveness information on student records.

**History of This Policy:**

First policy draft April 9, 1990.

Revisions - January 17, 1992; August 1, 1992; December 21, 1992; August 2, 1994; September 15, 2005; Reviewed by the Operations Council on April 13, 2011 and approved by the Executive Council on May 17, 2011.