



3.9.1 Academic Forgiveness Procedure

Purpose

To provide students who have had academic difficulties at an earlier stage of their academic career the opportunity for a 'second chance' at academic success at Central Lakes College (CLC)

Procedure

1. After meeting the eligibility requirements outlined in Policy 3.9, the student will submit an Academic Forgiveness form and an unofficial CLC transcript to the Records and Registration Office.
2. The registrar or designee reviews the student's CLC transcript to determine if the student has met the eligibility requirements.
3. If approved, the registrar or designee processes the academic forgiveness, including adding a notation of Academic Forgiveness to the transcript.
4. If approved, the registrar or designee notifies the student of the decision and sends the student a revised unofficial transcript.
5. If not approved, the registrar or designee will notify the student of the decision and explain the denial.
6. No credit will be granted for any course approved for forgiveness; however, the course titles and grades will remain on the transcript.
7. A notation of the Academic Forgiveness will be included on the transcript
8. The Records and Registration Office will scan the form into the student's electronic record.
9. The Records and Registration Office will notify the DARS encoder to update the student's Degree Audit Report (DARS).

Date of Implementation/Presidential Approval: 03/31/2021

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