



POLICY AND PROCEDURE

Title:	Academic Renewal
Policy No.:	TBD
Department:	Admissions and Records
Contact:	Registrar or Vice President of Student Affairs

Policy

Under certain circumstances, students may petition the registrar for academic renewal. If the petition qualifies, the student may have a maximum of two consecutive semesters of coursework disregarded in all calculations regarding academic standing, grade-point average and graduation eligibility. Coursework disregarded under this policy may have an impact on a student's financial aid and/or scholarships. Students are strongly encouraged to consult with the Student Financial Services prior to applying for Academic Renewal.

Procedures

- The student must file a petition with the registrar specifying the semester to be disregarded. A semester with only W grades may not be considered for academic renewal.
- A determination is made by the registrar, based upon a review of the student's academic record and the student's request, of the student's eligibility.
- If the petition is approved under this policy, the student will be notified by the registrar in writing. The student's permanent academic record will be suitably marked to indicate that no work taken during the disregarded semester, even if satisfactory, may apply toward graduation requirements and the grades will not be calculated into the student's grade point average. However, all course work will remain on the academic record, ensuring a true and accurate academic history. The original grades earned will be calculated toward satisfactory academic progress for financial aid. If denied, the student will be notified by the registrar in writing, and this notification will include the requirements that were not met. Students may re-apply at a later date when the eligibility requirements are met.

Submission Requirements:

- At the time the petition is filled, at least one year must have elapsed since the most recent coursework to be disregarded was completed.
- In the interval between the completion of the most recent work to be disregarded and the filing of the petition, students shall have completed at least 12 acceptable credits of coursework at a regionally accredited institution of higher education with a grade-point average of at least 2.50 on all work completed during that interval. Courses taken during the interval may be repeats of previously attempted college work. Transfer work can be considered; official transcripts must be submitted to document any transfer work.
- The petition must be submitted prior to a student graduating from their first degree or certificate program. Once a student graduates, academic renewal cannot be retroactively applied.