

*This form can be used to make a request for Academic Renewal. Academic Renewal can be requested once to exclude up to 15 semester hour credits for the calculation of the cumulative GPA.*

The following criteria apply to Academic Renewal requests:

1. A maximum of 15 credits can be excluded from the GPA.
2. Courses and grades approved for Academic Renewal remain on the transcript but are excluded from the GPA calculations.
3. Academic Renewal applies to F grades only.
4. In order to apply for Academic Renewal, students must wait a minimum of two (2) academic years from the last term being considered for Academic Renewal.
5. Students must be enrolled and have completed at least six (6) credit hours in a single semester with a 2.0 term GPA in that semester to be awarded Academic Renewal.
6. Students can only apply for Academic Renewal once, and it is not reversible.
7. Some academic departments do not accept Academic Renewal when making admissions decisions.
8. If planning to transfer to another institution, be aware that many schools will recalculate a student's GPA to account for all classes taken at previous institutions.
9. In accordance with Department of Education regulations, all CMC attempted coursework is included to determine Financial Aid eligibility and determination of Satisfactory Academic Progress. FSA program regulations make no provisions for the concept of academic amnesty or academic renewal. No portion of an academic transcript can be excluded.

To request Academic Renewal, students who meet the above criteria must:

- Meet with a College Counselor or Academic Advisor
- Complete this Academic Renewal Request Form
- Attach a typed narrative detailing the reason(s) for the Renewal request
- Attach a plan for Academic Success:

**Student Information:**

Last Name	First Name	MI	Student ID
CMC Email	Phone Number		

Course Number	Course Title	Semester/ Year	Grade Received	Credits

This form is processed by the Registrar's Office.

**Office of the Registrar**  
 802 Grand Avenue, Glenwood Springs, CO 81601  
 Phone: 970-945-8691 Fax: 970-947-8387  
 registrar@coloradomtn.edu

I understand all of the Guidelines outlined on the previous page and that receiving institutions are not bound by CMC policies. Further, I understand that having this Renewal request approved may not positively impact my Financial Aid status. I have met with a College Counselor or Academic Advisor and copies of the typed narrative detailing the reason(s) for the Renewal request and plan for academic success are attached.

I am responsible for investigating the potential impact of the Academic Renewal process on admissions at transfer institutions, financial aid grant and loan limits, Veterans Affairs benefits, and other agencies that limit credits attempted.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**OFFICE USE ONLY**

**College Counselor/Academic Advisor**

I have met with this student to develop a plan for future academic success.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Vice President of Student Affairs**

Academic Renewal Request Approved.

Academic Renewal Request Denied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Dean of Academic Support**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Registrar's Office**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Colleague

\_\_\_\_\_  
Retrieve

This form is processed by the Registrar's Office.

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