

ACADEMIC RENEWAL

This form can be used to make a request for Academic Renewal. Academic Renewal can be requested <u>once</u> 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. To apply for Academic Renewal, students must wait a minimum of two (2) academic years from the last term being considered for Academic Renewal. If required for graduation and the student will have met all other requirements to complete the program, the Academic Renewal may be submitted in the same semester as intent to graduate, which may be prior to the two (2) academic year timeline.
- 5. Students must be enrolled in CMC courses that apply to their program in the same semester they apply for 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 U.S. Department of Education regulations, all CMC attempted coursework is included to determine Financial Aid eligibility and determination of Satisfactory Academic Progress. Federal Student Aid 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	First Name		
CMC Email	Phone Number			
Course Number	Course Title	Semester/ Year	Grade Receive	



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I understand all 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	_				
Student Dignature								
OFFICE USE ONLY								
College Counsellor/Academic Advisor	•							
Degree Program Most rec			cent term with F Grades					
Has student petitioned to graduate?	Yes	No	Graduation Semester					
Signature			Date	_				
Registrar's Office								
Academic Renewal Request Approved								
Academic Renewal Request Denied								
Signature			Date	Colleague	Etrieve			