



## **ACADEMIC RENEWAL PROCEDURE**

**Board Bylaw:**  
**Policy Number: 5.3001**  
**Subject Area: Student Services**  
**Adopted: 01/01/0001**  
**Revised: 12/07/2011**

- I. A student may petition the Registrar for academic renewal by submitting a Request for Academic Renewal Form.
- II. The student and the Registrar or his/her designee will meet to discuss whether the student meets the requirements of the Academic Renewal Policy and if academic renewal is an appropriate course of action.
- III. If appropriate, and after the student has successfully completed at least 12 semester hours with a grade point average of at least 2.0, the director will recommend that recorded grades be removed from the student's institutional grade point average calculation.
- IV. The courses removed from the student's grade point average must remain on the student's transcripts due to financial aid regulations but they will be marked with a symbol to indicate that they are no longer included in the student's grade point average.
- V. A student who disagrees with the decision of the Registrar may appeal in writing to the Vice President of Student Services.

Approval History:  
October 19, 2020  
January 27, 2011  
November 21, 2002