

## Application for Academic Renewal

**SID:** S \_\_\_\_\_ **Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please review the Academic Renewal Policy and Procedure printed on the back of this form. The completed form must be submitted to the Enrollment Services office at the CentreTech campus or the One-Stop Student Services office at the Lowry campus.

To apply for academic renewal you must:

1. Wait at least two calendar years after the course work was completed to apply for academic renewal.
2. Successfully complete 6 semester credit hours during the term in which the application is submitted, with a term GPA of at least 2.0 before the renewal will be recorded.

Please initial each of the following:

\_\_\_\_\_ I understand that Academic Renewal may be awarded only one time, for a maximum of 30 semester credit hours.

\_\_\_\_\_ I understand that the Academic Renewal does not remove courses or grades from my transcript, but only from the grade point calculation at CCA.

\_\_\_\_\_ I have read and understand the Academic Renewal Policy provided in the catalog and on the back of this form.

I am applying to have the following semester(s) or classes reviewed for academic renewal:

COURSE NUMBER (ex: BIO 201-160)	Credit hours	Term completed (ex: Fall 2007)	Staff Initials	COURSE NUMBER (ex: BIO 201-160)	Credit hours	Term completed (ex: Fall 2007)	Staff Initials
1.				7.			
2.				8.			
3.				9.			
4.				10.			
5.				11.			
6.				<b>CREDIT HOUR TOTAL</b> (cannot exceed 30 credits)			

**Advisor Recommendation:**

Approve     Deny

**Advisor Name:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Academic Renewal Policy

The purpose of Academic Renewal is to allow a student the opportunity to remove a maximum of 30 semester credit hours of poor academic performance from the grade point average (GPA) calculation.

Academic Renewal applies only to the courses taken at the Community College of Aurora (CCA) and may be awarded only one time. The original grades and credit remain on the permanent academic transcript, but a notation indicates that Academic Renewal has been awarded and the grade point average has been adjusted. Once Academic Renewal has been awarded, it is irreversible. Credit excluded from the GPA calculation cannot be used to satisfy the requirements for completion of a CCA certificate or degree.

Students applying for Academic Renewal must complete the Academic Renewal Application Form available from the Enrollment Services office at the CentreTech campus or One-Stop Student Services office at the Lowry campus.

The following conditions must be met to apply for Academic Renewal:

1. The student must wait at least two calendar years after the coursework was completed to apply for Academic Renewal.
2. The student must complete 6 semester credit hours during the term in which the application is submitted with grades of 'C' or better.
3. The Academic Renewal Form must include an academic advisor's signature.
4. CCA only excludes 'D' and 'F' grades from the GPA calculations.

A student concerned about a poor academic record is encouraged to meet with an academic advisor to discuss CCA's other academic progress options and strategies for academic success.

The Academic Renewal Policy is only applicable to CCA. Other institutions receiving a CCA transcript for transfer of Academic Renewal are not bound by this college policy and may choose to calculate the student's transfer GPA to include all grades, even those excluded by CCA under this policy.

Students applying for Academic Renewal are responsible for investigating the potential impact of Academic Renewal on transfer admission, financial aid, Veterans benefits, and other agencies and organizations. For clarification of the scope and definition of this policy, contact the Enrollment Services office.

---

---

### **Registrar's Office Verification Only:**

Final Status:  Approved  Denied      Admissions **Staff Signature:** \_\_\_\_\_ **Processed date:** \_\_\_\_\_

Request denied Explanation: \_\_\_\_\_

---