

## Academic Renewal Petition Form

*Please return this completed form to Enrollment Services and the Office of the College Registrar.*

Student Name: \_\_\_\_\_  
Last First M.I.

Former Name(s): \_\_\_\_\_ SIS ID: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

I am or will be receiving Financial Aid: Yes  No  I am or will be receiving Veterans Benefits: Yes  No

As per § 5.7.0.5 of the Virginia Community College System *Policy Manual*, I believe that I meet the following eligibility requirements for "Academic Renewal" and hereby petition to have my cumulative grade point average (GPA) adjusted accordingly:

1. I have been separated from the college for (at least) 5 years from \_\_\_\_\_ to \_\_\_\_\_ and  
term/year term/year
  
2. I have earned (at least) a 2.5 grade point average for the first 12 (twelve) credits completed after re-enrolling from my 5-year separation. **The qualifying "2.5 GPA based upon the first 12 (twelve) semester hours completed" is based on the entire term(s) in which the 12 credit hours are achieved.** A 2.5 GPA must be achieved based upon a calculation of all courses and attempts within the qualifying period of re-enrollment.
  
3. Please indicate the Academic Renewal adjustment period that you are requesting. Note: Consecutive semesters/terms are required. From \_\_\_\_\_ to \_\_\_\_\_  
term/year term/year

I understand that in receiving an Academic Renewal adjustment to my cumulative GPA:

- an Academic Renewal adjustment may be granted only one time;
- once granted by the College, Academic Renewal cannot be revoked;
- an adjustment will be made to my cumulative GPA by excluding all grades of "D" and "F" earned prior to the qualifying period of re-enrollment;
- although my cumulative GPA will be adjusted in future terms, all of my previously earned grades will be shown on my permanent record (including the excluded grades of "D" and "F");
- any course credit with a grade of "D" earned during the Academic Renewal adjustment period will not count toward future graduation requirements;
- the Veterans Administration will not reimburse me for courses retaken in which I previously received a "D";
- an "Academic Renewal" notation will be made on my permanent record; and,
- the granting of Academic Renewal does not affect any previous academic, financial, or administrative determination made by the college.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

ENROLLMENT SERVICES OFFICE:

- Student Meets Eligibility Requirements  Student Doesn't Meet Eligibility Requirements

Requirement Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE OF THE COLLEGE REGISTRAR:

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Academic Renewal Policy

**Students who return to college after a separation of five (5) years or more\* may petition for academic renewal.**

To file a petition please complete the Academic Renewal Petition Form and submit to Enrollment Services/Records and the Office of the College Registrar.

If a student is determined to be eligible for academic renewal, "D" and "F" grades earned prior to re-enrollment will be excluded from the cumulative grade point average (GPA). However, all grades including excluded "D's" and "F's" earned prior to the qualifying period of re-enrollment will remain on the student's permanent record.

The following conditions will apply:

1. An "eligible" student must be enrolled at the college as of Summer 1994, or any term forward from Summer 1994, in order to qualify for Academic Renewal.
2. **Prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours completed. The qualifying "2.5 GPA based upon the first 12 (twelve) semester hours completed" is based on the entire term(s) in which the 12 credit hours are achieved.** A 2.5 GPA must be achieved based upon a calculation of all courses and attempts within the qualifying period of re-enrollment.
3. **ALL** grades received at the college will be a part of the student's official transcript.
4. Students will receive degree credit only for courses in which grades of "C" or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
5. Total hours for graduation will be based on all course work taken at the college after re-admission, as well as former course work for which a grade of "C" or better was earned, and credits transferred from other colleges and universities.
6. The academic renewal policy may be used only once. Once approved, it cannot be revoked.

**\*"Five years or more" is defined as a minimum 60-month period of continuous non-enrollment at the college.**