ACADEMIC RENEWAL REQUEST FORM

Rules for Academic Renewal are as follows:

1. Student must be out of school for at least two (2) years before being eligible
2. Student must be enrolled and have completed at least six (6) credit hours with a 2.0 minimum GPA
3. 30 credit hours can be excluded from GPA
4. Student may apply for Academic Renewal once and it is not reversible
5. Student must submit a typed narrative detailing the reason(s) for the Renewal request and a plan for academic success signed by an Advisor.

Name: _____ Student ID: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Major: _____

Please list below the course(s) for which Academic Renewal is requested (no more than 30 credits):

Course Number:	Course Title:	Semester & Year Taken:	Grade Received:	Number of Credits:

I realize that the Academic Renewal means that a maximum of 30 credit hours of coursework will be removed from my overall ACC GPA and applies only to courses taken at ACC. The unsatisfactory grades will remain on my ACC transcript. I also understand that receiving institutions are not bound by ACC policies. I have met with an Advisor and copies of the typed narrative detailing the reason(s) for the Renewal request and plan for academic success are attached.

Student Signature: _____ Date: _____

TO BE COMPLETED BY AN ADVISOR:

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

Advisor Signature: _____ Date: _____

Completed forms and attachments should be submitted to the Director of Advising & Retention (M2210) or the Director of Admissions, Records & Information Central (M2470).

Staff Use Only:

Academic Renewal Request: [ ] Approved [ ] Denied Date: _____

Reviewed by: [ ] Director of Advising & Retention [ ] Director of Admissions, Records & Information Central

Director Signature: _____