



Academic Renewal

Students may apply for academic renewal due to an absence of two years from credit study or because they have changed their program of study or potential program of study. Renewal will allow D and F grades to be excluded from the GPA calculation, but the attempts will remain on the transcript. The adjusted GPA will be used for determining academic standing to include suspension, probation, good standing, honors and dean's list.

Mark the Academic Renewal policy you are applying for:

- 2-Year Absence from Credit Courses
Change of Program/Major

The following conditions apply to both of these situations:

- D and F grades remain on the transcript followed by a # notation but will be removed from the calculation of the cumulative GPA. (X, W, L, I, N and P grades are neutral and do not affect GPA.)
There is no limit on the number or type of courses that can be excluded within this policy.
Courses included in any credential (AA, AS, AAS, certificate or diploma) will not be excluded because those courses were used to satisfy the requirements of that credential.
After the most recent two-year absence or change of program or potential program, the student must earn a minimum of 12 additional credits with a GPA of 2.00 or higher for all courses taken after the absence or after the change of program. These credits can include developmental course work. If more than 12 credits have been completed at the time of application for renewal, all grades will be used to calculate the minimum 2.00 GPA requirement.
Once awarded, academic renewal cannot be revoked.
Students will typically apply for academic renewal as soon as they are eligible, but students may apply at anytime after they meet the qualifications and do not need to be currently enrolled to apply.
Only institutional credit is calculated into GPA. Transferred credit will not change the CCAC GPA.

Student Information:

Name: _____ ID: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____

If this Academic Renewal is due to a program change, please fill out the following:

Old Major: _____ Title: _____ Code: _____
New Major: _____ Title: _____ Code: _____

Courses to be reviewed:

Table with columns: Course Number, Credits, Course Title, Year/Term Taken, Office Use Only (Approved, Denied)

Student's Signature: _____ Date: _____

Office Use Only

Advisor's Comments:

Advisor's Signature: _____ Date: _____

Table with columns: Regional Director's Approval, Processed