

# Academic Forgiveness

## Request to Apply Renewal Policy

Student's Name \_\_\_\_\_ Student's ID (CWID) \_\_\_\_\_

Semester (date) Requested to Apply Renewal \_\_\_\_\_

### Renewal Policy

Academic renewal is a provision allowing a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Under academic renewal, course work taken prior to a date specified by the institution is not counted in the student's GPA.

A student may request academic renewal from OSU Institute of Technology using the following guidelines:

- At least three years must have elapsed between the last semester being renewed and the renewal request or shorter time period as approved by the institution's Chief Academic Officer.
- Prior to requesting academic renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses.
- The request will be for all courses completed before the date specified in the request for renewal.
- The student must appeal for consideration of Academic Renewal according to institutional policy.
- All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirement.
- Students who have been granted Academic Reprieve are not eligible for Academic Renewal.

A renewal administered by OSUIT for work taken at another institution will be applied to the OSUIT graduation/retention grade point average but may not be accepted at subsequent institutions.

**Enter supporting information concerning this request in the area below: (You may attach information if necessary)**

By signing below, I confirm that I have read and understand the conditions regarding the renewal policy.

Student's Signature \_\_\_\_\_ Date of Request \_\_\_\_\_

#### FOR OFFICE USE ONLY:

a) Year(s) Requested

b) Credit Hours/GPA

c) Beginning Semester Requested

Renewal Policy

☐

Approved

☐

Denied

Authorized Signature