Petition for Academic Renewal

Instructions: Please thoroughly complete this form in consultation with your advisor. Submit this form to the Registrar's Office (TSC 246). The cost for the petition is $25 and is due at the time you turn it in (this is a non-refundable processing fee and does not guarantee approval). You will be notified of the approval or denial of your petition via e-mail. Please refer to the Academic Renewal policy in the General Catalog and consult with your advisor prior to submitting this form.
Please note: No changes can be made to a transcript once a degree has been posted.

Student Completes this Section

Name:_____ Student No.:_____ Date:_____

Phone: (_____) _____ E-mail Address:_____

I understand that Academic Renewal applies to all courses having grades of D+, D, or F, unless otherwise noted. All such courses will remain unaltered on the transcript with the appropriate notation added to the transcript to indicate Academic Renewal has been applied. Renewed courses will not count for computation of GPA, EHRS (earned hours), or for satisfying any graduation requirements. Further, I understand that Academic Renewal may be applied only once and is irreversible.

I wish to petition for Academic Renewal according to the Academic Renewal Policy. I have read and understand the policy and guidelines. I understand that the Registrar's Office will review my request and that I will be notified for all actions via e-mail.

Student Signature:_____
(This signature certifies the attached information is true and accurate.)

Registrar's Office

Check List:

- ☐ $25 Fee notes:_____
- ☐ Currently Enrolled notes:_____
- ☐ Undergraduate notes:_____
- ☐ Absence: 1+ years notes:_____
- ☐ 12 credits/2.50 GPA notes:_____

Notes:

_____
_____
_____
_____
_____
_____
_____

☐ Denied ☐ Approved _____ _____
Registrar's Office Signature Decision Date

☐ Record Adjusted:

_____
Date/ Initials

Academic Renewal Policy and Guidelines

Undergraduate students who have been admitted to Utah State University after an interruption in their collegiate education for five or more years may petition to have certain credits removed from the calculation of the GPA needed for credit. The renewal procedure allows the student's academic records to be reviewed for the purpose of eliminating from grade point average computation all grades D+ or below, unless otherwise noted, that were entered on the academic transcript five or more calendar years prior to admission, including transfer credit. A $25 processing fee will be assessed.

Guidelines:

- ☐ Academic Renewal does not apply to graduate students nor to students pursuing a second undergraduate degree.

- ☐ Academic Renewal may be applied only once and is irreversible.

- ☐ An absence of ***one or more years*** must have elapsed between admission and the last enrollment at an institution of higher education. (**Note:** Students must be currently enrolled at USU to apply for academic renewal.) Only credits that are older than five years may be considered for academic renewal.

- ☐ After admission, but before application for renewal, the student must have completed At least one of the following at Utah State University:

    - After admission, but before application for renewal, the student must have completed a minimum of 12 semester credits with at least a 2.50 GPA at Utah State University.

- ☐ Academic renewal applies *only* to courses having grades of *D+ or below* and taken prior to readmission. All such courses will remain unaltered on the transcript with the appropriate notation added to the transcript to indicate academic renewal. Courses designated in the petition will not count for computation of GPA, for earned credits, nor for satisfying any graduation requirements. Courses with a grade of *C-* (or *P*) or better will be carried forward.

- ☐ Students may apply for this renewal after they have met the guidelines listed above. They are strongly encouraged to meet with their academic advisor prior to submitting their request.

- ☐ If you wish for some courses that are D+ or below to stay on your transcript, please type a letter explaining which courses not to drop.