



## APPLICATION FOR ACADEMIC RENEWAL

### Purpose:

For a student to apply for academic renewal (Related Policy: Academic Renewal, found in the 2019-2020 Catalog)

Student's Name: \_\_\_\_\_ Lola Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

To apply for Academic Renewal, a student **must not** have been enrolled in college-level course work for at least **one semester**, demonstrate that the conditions that led to the academic deficiencies have changed, and complete the necessary steps to be considered for Academic Renewal. Academic Renewal can only be awarded once in an academic lifetime at any LCTCS college. Academic Renewal cannot be granted for any coursework that was previously used to earn a credential.

### The following standards apply:

1. The student must submit an application for admission, be degree seeking, and be admitted to the college.
2. The student must submit an Application for Academic Renewal along with supporting documents to the Registrar's Office.
3. Only those courses taken prior to the semester in which the student submits the Application for Academic Renewal will be considered for renewal.
4. Submission of an Application for Academic Renewal does not ensure approval.
5. The Registrar's Office will review the Application and approve or deny the request.
6. Denials may be appealed to the Vice Chancellor for Academic Affairs for a final decision.
7. A non-LCTCS institution may choose to accept or deny the transfer of Academic Renewal granted by RPCC. Students are encouraged to investigate the Academic Renewal policy of any college they may plan to transfer to.
8. Implementation of Academic Renewal (i.e., the actual implementation of renewal on the student's transcript) will be contingent upon successful completion of courses during the semester in which the Application for Academic Renewal is submitted. It is the student's responsibility to return to the Registrar's Office for review at the conclusion of the semester.
9. Successful completion is defined as the completion of at least six (6) credit hours with a "C" or better in *every* course attempted. Academic Renewal will be null and void if the student does not successfully complete courses during the semester in which the Application for Academic Renewal is submitted.

10. Academic Renewal will be implemented on the academic transcript if the student successfully completes courses (as defined in number 9) during the semester in which the Application for Academic Renewal is submitted.

Academic Renewal implementation means:

- a. Only credits with grades of A, B, C, S, and P will be used to satisfy requirements for awards and used in the cumulative GPA.
- b. All other grades (considered unsuccessful passes) will be flagged for Academic Renewal, excluded from credit earned and will not be used in the GPA. These credits, however, will remain on the transcript as attempted hours and will be used to determine eligibility for financial aid. A student who receives Academic Renewal may or may not be eligible for financial aid at RPCC. It is the student's responsibility to contact Financial Aid for more information.

Students are cautioned that many undergraduate curricula and graduate professional schools compute the undergraduate grade point average on all hours attempted when considering applications for admission.

Please describe below the conditions that led to your unsatisfactory past academic performance.

Based upon your answer to the above question, what has changed? In other words, how do you know you will be academically successful now?

By signing, I certify that I understand that many undergraduate curricula and graduate professional schools compute the undergraduate grade point average on all hours attempted when considering applications for admission. I understand if I do not meet successful completion as defined above, the Academic Renewal will be null and void. I understand the ramifications and accept all the terms of Academic Renewal.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Routing Instructions

Completed forms must be hand delivered by the student making the request to the Student Services Office at the Gonzales, Reserve, or Westside Campus. In order for the form to be processed, an RPCC staff member must verify that the person delivering the form is the student requesting Academic Renewal. A government-authorized photo ID is required.

### For Office Use Only:

Date Received: \_\_\_\_\_ Photo ID Verified By: \_\_\_\_\_

*This form must be given to the Registrar's Office for processing.*

### For Registrar's Office Use Only:

Approved  Denied

Comments:

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_