

Office of Registration & Records
South Classroom - Room 133
Campus Box 201
P.O. Box 173363
Denver, CO 80217
Fax: 303-556-2431
Phone: 303.556.2420
Email: ccd.orr@ccd.edu
Website: www.ccd.edu



ACADEMIC RENEWAL APPLICATION

The purpose of Academic Renewal is to allow a student the opportunity to remove a maximum of 30 semester credit hours of poor academic performance from the grade point average (GPA) calculation. Only grades of 'D' or 'F' are eligible for Academic Renewal. The grades are not removed from the academic record; they are excluded from the GPA. **Please review the Academic Renewal Policy and Procedure printed on the back of this form.** The completed form must be submitted to the Office of Registration & Records prior to the end of the semester.

Student Name (print): _____

S#: _____ Phone#: _____

Email: _____@student.ccd.edu

Note: Your official CCD email account is the only email CCD will accept for correspondence.

I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.

Student Signature: _____ Date: _____

To apply for Academic Renewal you must:

1. The student must be out of school for two calendar years after the coursework was completed to be eligible for Academic Renewal.
2. The student must be enrolled and have completed at least 6 semester credit hours with a minimum 2.0 GPA since returning to CCD.
3. Obtain an Academic Advisor's signature.

I am applying to have the following semester(s) or classes reviewed for Academic Renewal:

Academic Year: _____ Academic Semester: _____

Specific Course(s): _____

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Academic Year: _____ Academic Semester: _____

Specific Course(s): _____

Please initial each of the following:

_____ I understand that Academic Renewal may be awarded only one time, for a maximum of 30 semester credit hours.

_____ I understand that the Academic Renewal does not remove courses or grades from my transcript, but only from the grade point calculation at CCD.

_____ I have read and understand the Academic Renewal Policy provided in the catalog and on the backside of this form.

Academic Advisor Approval: Approved Denied

If denied, reason: _____

Academic Advisor Name (print): _____

Academic Advisor Signature: _____ Date: _____

INTERNAL USE ONLY

Received by: _____ Date: _____ Processed by: _____ Date: _____

Final Status: Approved Denied Note: _____

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The purpose of Academic Renewal is to allow a student the one-time opportunity to remove a maximum of 30 semester credit hours of poor academic performance from the grade point average (GPA) calculation. Only grades of 'D' or 'F' are eligible for Academic Renewal.

Academic Renewal applies only to the courses taken at CCD, and may be awarded one time only. The original grades and credit remain on the permanent academic transcript, but a notation indicating "Academic Renewal Awarded" will be made on the official transcript and the grades will be excluded from the GPA. Once Academic Renewal is granted, it is irreversible. Credit excluded from the GPA calculation cannot be used to satisfy the requirements for completion of a certificate or degree.

The following condition must be met to apply for Academic Renewal:

1. Up to 30 hours can be excluded from GPA, but those grades will remain on the student's transcript.
2. The student must be out of school for two calendar years after the coursework was completed to be eligible for Academic Renewal.
3. The student must be enrolled and have completed at least 6 semester credit hours with a minimum 2.0 GPA since returning to CCD.
4. The Academic Renewal Form must include an Academic Advisor's signature.

A student concerned about a poor academic record is encouraged to meet with an Academic Advisor to discuss other academic progress options and strategies for academic success.

The Academic Renewal Policy is only applicable to CCD. Other institutions receiving a CCD transcript for transfer of an Academic Renewal are not bound by this college policy and may choose to calculate the student's transfer GPA to include all grades, even those excluded by CCD under this policy.

Students applying for Academic Renewal are responsible for investigating the potential impact of Academic Renewal on transfer admission, financial aid, Veterans benefits, and other agencies and organizations.