

ACADEMIC RENEWAL

Policy, Application, and Letter of Explanation

Directions to Student

1. Read the information below regarding the Academic Renewal policy, the application process and requirements, the implementation process, and the related standards.
2. If the student agrees and understands, sign the bottom of page 2.
3. Complete the Application for Academic Renewal on page 3.
4. Complete the Letter of Explanation on page 4
5. Submit pages 1-4 to the Registrar's Office with supporting documentation

POLICY:

Fletcher Technical Community College provides students with the opportunity to restart their academic record by means of Academic Renewal. Academic Renewal can be awarded only by Fletcher once in an academic lifetime and cannot be declared for any period that was previously used for an awarded credential.

Requirements

Academic Renewal is for students who

- had an unsuccessful start in an academic program;
- stopped out for a period of at least **two years**, without enrolling in an academic, for-credit program at any college or university; and
- can demonstrate improvement through performance upon reenrollment.

Application Process for Academic Renewal:

1. The student must submit an application for admission, submit an official transcript from ALL colleges attended (excluding Fletcher), and be admitted to the College.
2. During the first semester of enrollment, the student must be enrolled in an academic program and in at least six (6) credit hours.
3. The student must submit an Application for Academic Renewal along with supporting documents to the Registrar's Office before or during the first semester of enrollment. *Applying for Academic Renewal does not ensure approval.*
4. The student must submit a letter of explanation to include evidence that there is reasonable expectation of future satisfactory performance.
5. The Registrar's Office reviews the academic record to determine eligibility to be considered for Academic Renewal and accordingly approves or denies the request.
 - If Academic Renewal is not declared during the first term of reenrollment, then the student is eligible to appeal for an exception the following semester.
6. Denials of requests for academic renewal may be appealed to the Vice Chancellor for Academic Affairs for a final decision.

Actual Implementation of Academic Renewal:

The actual implementation of Academic Renewal will be contingent upon successful completion of at least six (6) credit hours (with a semester GPA of no less than 2.0) during the student's first term of reenrollment after approval to ensure academic success. It will be the student's responsibility to return to the Registrar's Office for review of academic success.

- If the semester average is less than a 2.0, Academic Renewal will not be implemented on the student's academic transcript and the approval for Academic Renewal will be null and void.
- If the first term of enrollment after appeal for Academic Renewal is successful with a semester GPA of no less than 2.0, Academic Renewal is implemented on the academic transcript.
 - Only credits with grades of A, B, C, and P will remain as credits earned to be used to satisfy requirements for awards and will be used in the cumulative GPA.
 - Academic Renewal will be noted on the academic transcript.
- All other grades (e.g. D, F, U, etc.) will be flagged for Academic Renewal. These credits will be excluded from credit earned and will not be used in the GPA. In addition, these credits will not be used to meet graduation requirements or to compute the cumulative GPA leading to awards.
- The total cumulative grade point average (excluding courses waived by Academic Renewal) will be considered for academic honors awarded at graduation.

The following standards apply:

- All credits 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 Fletcher. It is the student's responsibility to contact the Financial Aid Office for more information.
- Fletcher will recognize Academic Renewal granted by other LCTCS institutions without appeal of acceptance.
- Fletcher may recognize Academic Renewal from institutions outside the LCTCS System, but the student must submit a request to apply it to his or her record.
- A non-LCTCS institution may choose to accept or deny the transfer of Academic Renewal granted by Fletcher. Students are encouraged to investigate the Academic Renewal policy if they plan to transfer to another institution.
- 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.
- Students must sign the Application for Academic Renewal certifying that they understand the ramifications and accept all the terms of Academic Renewal.

I have read and understand these the above information regarding Academic Renewal policy, the application process and requirements, the implementation process and requirements, and the related standards prior to submitting this application.

Student's Printed Name

LoLA Number

Student's Signature

Date



Academic Renewal Application

Please complete the information below in ink:

Student's Name: _____
LoLA Number: _____
Declared Program: _____
Phone: _____
E-mail _____
Last College Attended: _____
Last Semester of Attendance: _____
Previous Attended Colleges:

<u>Name of College/Institution</u>	<u>Location</u>	<u>Dates of Attendance</u>

To be completed by Enrollment Services/Registrar's Office

Date received: _____ **Received by:** _____
Student has submitted: Policy Letter of Explanation Documentation
The student has done the following:
 Submitted all official transcripts
 Declared an academic major
 Registered for 6 or more credit hours
Academic Renewal: Approved Denied Date: _____
End of Term Review:
The student has successfully completed at least 6 credit hours: Yes No
Reviewed by: _____ **Date:** _____
Processed by: _____ **Date:** _____

Academic Renewal *Letter of Explanation*

Please complete the information below in ink:

1. Explain the reason for requesting academic renewal.

2. Explain why you should be granted Academic Renewal. Please include the following information in your explanation:

- What were the circumstances that contributed to your previous academic performance?
 - Do you have documentation that will support this? (Attach supporting documentation. Attach additional page if necessary.)
- What corrective measures and/or changes have occurred to assure that there is reasonable expectation of satisfactory academic performance in the future?
 - Do you have documentation that will support this? (Attach supporting documentation. Attach additional page if necessary.)

Attach additional pages if necessary