

 CSN Policy	Academic Renewal Policy
Policy Category: Student	Effective Date: 06/04/2013
<p>MOST RECENT CHANGES</p> <p>Version #1: Policy created for Academic Renewal.</p>	

I. POLICY PURPOSE

This policy establishes the policy and procedure for students to initiate academic renewal.

II. POLICY STATEMENT

For the purposes of this policy, academic renewal is defined as the elimination of up to two consecutive semesters' grades from the calculation of the grade point average.

- A. A student may have a maximum of two consecutive semesters of coursework disregarded in all calculations regarding eligibility for graduation, academic standing, and grade point average. .
- B. If Academic Renewal is awarded, it must include all courses for the disregarded semester(s).
- C. Academic renewal can occur only once during a student's academic career at CSN.
- D. To maintain a true and accurate academic history all work will remain listed on a student's permanent academic record.
- E. If summer courses are to be included in the work disregarded, then course work from all summer terms of the same calendar year shall count as one semester.
- F. There will be no reimbursement of fees for the semester which academic renewal is granted.
- G. The requirements for eligibility for academic renewal are:
 - 1. a minimum of 5 years must have elapsed since the most recent coursework to be disregarded was completed, and
 - 2. in the interval between the completion of the coursework to be disregarded and the filing of the petition, the student shall have completed a minimum of fifteen credits of course work from a regionally accredited institution of higher education with a minimum grade point average of 2.5 on all work completed during that interval. Courses taken during this interval may be repeats of previously attempted college work.

NOTICE TO STUDENTS:

- 1. Coursework disregarded under this policy may have an impact on your financial aid and/or scholarships; please consult with the Financial Aid office prior to applying for Academic Renewal.
- 2. Other institutions and employers may include the disregarded semesters in their decision-making.

III. PROCEDURE

- A. The student submits an Academic Renewal Form to the Office of the Registrar.
- B. A determination is made by the Registrar, based upon a review of the student's academic record and the student's request, of the student's eligibility.
- C. If awarded, the student's academic record will be annotated to indicate that credit hours earned during the disregarded semester(s), even if satisfactory, will not apply toward graduation requirements and that the grade earned will be excluded from the student's cumulative grade point average.
- D. If awarded, the student will be notified by the Office of the Registrar in writing with a copy of the updated unofficial transcript. If denied, the student will be notified by the Office of the Registrar in writing, and this notification will include the requirements that were not met. A students may re-apply at a later date when the eligibility requirements are met.

IV. AUTHORITY AND CROSS REFERENCE LINKS

[Board of Regents Handbook, Title 4, Chapter 16, Section 38](#)
[Academic Renewal Policy Request Form](#)

V. **DISCLAIMER**

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Faculty Senate Chair (office.facultysenate@csn.edu, 702.651.7330).

VI. **SIGNATURES**

Recommended by:

Charles P. Milne, Jr.
Faculty Senate Chair

5/31/13
Date

Reviewed for Legal Sufficiency:

Richard Hinckley
General Counsel

6/3/13
Date

Approved by:

Michael D. Richards
CSN President

6/4/13
Date

VII. **ATTACHMENTS**

A. History

ATTACHMENT A

HISTORY

Version 1:

06/04/2013: Approved by CSN President Mike Richards

06/03/2013: Reviewed by General Counsel

05/31/2013: Approved by the Faculty Senate (C. Milne)

05/03/2013: Policy revised by Academic Standards Committee (J. Acree)

- Policy was written in the approved format, as per GEN 1.2