# **Application for Academic Renewal**

## Southwestern Oklahoma State University Registrar's Office 100 Campus Drive Weatherford, OK 73096

Fax: (580) 774-3795 Email: registrar@swosu.edu

An academic renewal is a policy for students that want to disregard multiple semesters in the calculation of his/her retention/graduation grade point average. Please read the information in items B & C below to learn about eligibility requirements and how the policy is applied before you submit the application.

If you are eligible for a renewal, please submit this form to the Registrar's Office in person or send it via fax, U.S. Mail, or email (see contact information above). After your request is reviewed, you will be notified of a decision through your SWOSU Email Account.

## A. Please Fill Out the Information Below:

Name:				
	Last	First	Middle	Maiden
SWOSU ID #		SWOSU Email Address:		
Mailing Address: _				

### **B.** Eligibility Requirements:

- 1. A student is only eligible for one reprieve or one renewal (cannot utilize both policies).
- 2. A student must be currently enrolled at SWOSU to be eligible.
- 3. At least <u>five</u> years must have elapsed between the current semester and the last semester for which the renewal is requested.
- 4. The student cannot earn a "D" or "F" on any coursework after the last semester for which the renewal is requested.
- 5. The student must earn at least 12 hours of college credit (excluding activity and performance courses) after the last semester for which the renewal is requested.
- 6. A renewal is only considered for undergraduate coursework.
- 7. The request must be for all courses completed <u>before</u> the date specified in the Application for Renewal (Example: All Courses before the Fall 2005 Semester).
- 8. In addition to filling out the Application for Renewal, a student must provide a typed statement noting how an extenuating circumstance contributed to poor academic performance.

#### C. How it Works:

- 1. There are two different grade point averages (retention/graduation and cumulative). An academic renewal only impacts the retention/graduation grade point average and will not change the cumulative grade point average.
- 2. Courses with passing grades that were taken during semesters when a renewal was granted will <u>not</u> satisfy specific course requirements or fulfill credit hour requirements. So, if a student passed English 1113 during a semester that a renewal was granted, he/she would have to take English 1113 again because the student loses the option to apply any completed coursework towards specific course requirements.

More Infomation to Read & Fill Out (Turn Over)



- 3. The retention/graduation grade point average that is calculated as a result of a renewal may or may not be considered if a student applies to a selective admission program. It is the student's responsibility to check with the appropriate academic department to find out if they consider the retention/graduation grade point average for admission purposes.
- 4. An academic renewal granted at another university will not automatically be recognized; however, students who received the academic renewal at another university may apply for an academic renewal under the Southwestern Oklahoma State University Guidelines.

#### D. Please READ and FILL OUT the Information Below:

1.	Students must meet <u>all</u> of the requirements in items a-e below to be eligible for a renewal.  I understand that I have met the requirements (a-e) for a renewal by <u>initialing</u> all of the boxes below (if any of these boxes are not initialed, this application will <u>not</u> be reviewed):				
	a.				
	b. There has been at least a five year period between the last semesterfor which the renewal is requested and the current semester.				
	c. I have <u>not</u> made a "D" or "F" in any courses that were taken <u>after</u> the last semester for which I am requesting the renewal.				
	. I have <u>completed</u> at least 12 hours <u>after</u> the last semester for which I am requesting the renewal (excluding activity and performance courses).				
	e. I have provided a typed statement that is attached noting how an extenuating circumstance contributed to poor academic performance. (Failure to provide a typed statement will result in a denial)				
2. Request for renewal to apply to all semesters taken <u>before</u> :					
	(Ex. Fall 2005)				
	(Semester) (Year)				
3.	College or university attended during the semesters you are requesting the renewal:				
By signing this, I attest that I have read and understand how the renewal policy is applied to an academic record:					
	Signature Date				
FOR OFFICE USE ONLY					
Approved:	Denied: Signature Date				
Emailed Student: Date Emailed:					