

**Cochise College
Administrative Policy**

**Category: Instruction
Policy Number: 3009
Title: Academic Renewal**

Academic renewal allows a student who previously attended Cochise College to have selected grades excluded from the calculation of the grade point average (GPA). A student returning to the College after an absence of at least three (3) years is eligible to pursue Academic Renewal.

**Procedure 3009.1
Process for Requests**

The following guidelines apply:

1. The student must complete 12 or more credits with a minimum GPA of 2.00 following re-enrolment after the three-year absence.
2. The student must indicate the exact grades to be excluded (D, F and/or WF) by circling each grade and initialing each grade selected to be excluded on an unofficial copy of the transcript.
3. The original grades will remain on the transcript with a notation but will be excluded from computation in the cumulative GPA.
4. The student must re-take any courses required for a certificate or degree.
5. Grades and credits once removed under academic renewal cannot be restored or counted toward certificate or degree requirements.
6. Other colleges and universities are not bound by the forgiveness policy of Cochise College.
7. Academic Renewal may be granted only once during a student's enrollment at Cochise College.

The following application process must be completed:

1. The student completes an "Academic Renewal Application" available in the Records and Registration Office.
2. The student attaches an unofficial transcript to the application with grades circled and initialed that the student is requesting to be excluded.
3. The student submits the packet to the Records and Registration Office.

4. Once the changes have been completed, the Records and Registration Office mails an updated unofficial transcript to the student.