

JOHNSON COUNTY COMMUNITY COLLEGE

ACADEMIC RENEWAL REQUEST

JCCC ID# Last Name First Name MI Date of Birth

Street Address City State Zip

| Colleges Attended | Dates of Attendance |
|-------------------|---------------------|
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Are You Eligible for Academic Renewal?

- ✓ Have you completed at least 12 credit hours at JCCC within the last two years with a cumulative GPA of 2.0?
- ✓ Was the course work on which you wish to declare academic renewal completed at least five years ago?
- ✓ Have you submitted official transcripts to JCCC from all colleges previously attended?
- ✓ Have you met with a counselor to discuss the consequences of declaring academic renewal and obtained the counselor's signature?

I have read and understand the information on the reverse side of this form. I certify that the information I have provided here is accurate and that I meet the eligibility requirements listed above.

Student's Signature Date Daytime Phone Number

Counselor's Signature (Required) Date Phone Extension

FOR REGISTRAR'S OFFICE USE ONLY:

_____ Denied _____ Approved Effective Semester: _____

Registrar's Signature: _____ Date: _____

Notes:

What You Need To Know About Academic Renewal

1. Academic renewal will be granted only once.
2. Obtaining academic renewal will not change the GPA calculation on your official transcript. Coursework approved for academic renewal will continue to appear on your transcript with the original grades.
3. The granting of academic renewal does not alter your record for financial aid awards or for athletic eligibility.
4. Coursework approved for academic renewal will be manually excluded from your cumulative totals only for the purpose of determining your eligibility for graduation, honors programs, selective admission programs, and certain student clubs at JCCC.
5. All credits (from all colleges or universities) five years old or older will be excluded in these manual recalculations. The student may not elect to include certain courses in this timeframe and exclude others.
6. Courses excluded as a result of academic renewal cannot be used to meet course prerequisites or program requirements.
7. This policy applies only at JCCC. Colleges often vary in their policies on transfer of credits and academic renewal. If you intend to transfer from JCCC to another institution, it would benefit you to inquire about your new college's policy regarding academic renewal.
8. Once academic renewal is approved, you cannot reverse the process.

How to Apply for Academic Renewal

1. Meet with a JCCC counselor to discuss your options for academic renewal and the consequences it will have in meeting requirements for your degree or certificate.
2. Complete the academic renewal request form and submit it to the Records Office - Box 41. A counselor's signature is required.
3. Submit official transcripts from each college/university you have attended. Transcripts must be sent directly from the issuing institution to the JCCC Admissions Office.
4. The Registrar will notify you in writing of the outcome of your request for academic renewal.