



Academic Renewal Request: Returning Students

Academic renewal allows eligible degree-seeking students who have experienced academic difficulty at Clayton State University or at other regionally accredited institutions of higher education to make a fresh start. The eligibility requirements, policies, and guidelines for academic renewal are provided at the bottom and on the reverse of this form. Please note that an absence of at least three calendar years from each institution for which academic renewal is sought is required, and academic renewal will be applied to all credits taken at any institution(s) that meet the three-year requirement. *No credits/institutions that meet the three-year requirement may be exempted.* Please review all information provided before signing below:

Name _____ Laker ID _____

Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

When did you last attend Clayton State University? _____

Semester for which you are applying _____ Have you attended any other colleges/universities? _____

If yes, please list: _____

I certify that I have read the eligibility requirements, policies, and guidelines in their entirety and understand that once academic renewal is implemented, I cannot make changes or reverse my decision.

Signature _____ Date _____

Eligibility Requirements: Clayton State University Credit

1. The student must have been absent from Clayton State University for three calendar years.
2. The student must be readmitted and remain enrolled in classes beyond the drop/add period and the no-show reporting deadline in order to be eligible for academic renewal.
3. If the student does not request academic renewal at the time of reenrollment after a three-year or greater period of absence from Clayton State University, the student must do so within 12 months of the first semester of reenrollment. The 12-month application deadline does not change if the student sits out a semester.
4. A student can be granted academic renewal only once.
5. Academic renewal is not applied toward transfer credit unless the transfer credit also meets the academic renewal criteria and academic renewal is requested by the student.

Eligibility Requirements: Transfer Credit

1. The student must have been absent from the transfer institution(s) for three calendar years.
2. Academic renewal for transfer credit may be requested at the time of application to Clayton State University.
3. If academic renewal was granted at another University System of Georgia (USG) institution, it will be honored at Clayton State University. However, the student is responsible for obtaining the necessary documentation from the institution where academic renewal was awarded.
4. If the student does not request academic renewal at the time of enrollment, the student must do so within 12 months of the first semester of enrollment. The 12-month application deadline does not change if the student sits out a semester.

Policies and Guidelines: Clayton State University Credit Renewal

1. All previously attempted Clayton State University coursework continues to be recorded on the student's official transcript. A cumulative GPA (including all courses taken) and an academic renewal GPA must be shown on the academic record.
2. Any academic suspensions that occurred in the past will remain on the student's academic record.
3. An academic renewal GPA and academic standing begin when the student resumes taking courses once approval for academic renewal has been granted. The institution will place a statement on the student's transcript indicating the academic renewal status and the beginning of a separate academic renewal GPA.
4. Academic credit for previously completed coursework—including transfer coursework—will be retained only for courses in which A, B, C, or S grades have been earned. Retained grades are not calculated in the academic renewal GPA.
5. Courses with a grade of D cannot be used to meet a prerequisite or degree requirement.
6. The academic renewal GPA will be used for determining academic standing and eligibility for graduation.
7. No grades earned after the student returns to Clayton State University will be eligible for academic renewal.
8. The granting of academic renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
9. The granting of academic renewal does not supersede eligibility requirements for certain programs (e.g. Teacher Education, Nursing, Dental Hygiene, Business).
10. Academic honors will be calculated on all coursework completed, including any coursework eligible for academic renewal.

Policies and Guidelines: Transfer Credit Renewal

1. All previously attempted transfer coursework will be recorded on the student's Clayton State University academic history.
2. Academic credit for transfer coursework will be retained only for courses in which A, B, C, or S grades have been earned. Retained grades are not calculated in the student's transfer academic renewal GPA.
3. Because the academic renewal policy does not permit credit for any course in which a D has been earned, any transfer credit with a grade of D that would have been accepted under Clayton State University's standard practices will be denied under academic renewal.
4. Clayton State University will place a statement on the student's Clayton State University transcript indicating that the academic renewal policy was applied toward the student's transfer credit.
5. The granting of academic renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
6. The granting of academic renewal does not supersede eligibility requirements for certain programs (e.g. Teacher Education, Nursing, Dental Hygiene, Business).
7. Academic honors will be calculated on all coursework completed, including any coursework eligible for academic renewal.
8. Academic renewal at Clayton State University will not result in the alteration of transcripts from other institutions.