



Academic Forgiveness Request to Apply Renewal Policy

Office of the Registrar
Grady Clack Center
1801 East Fourth Street
Okmulgee, OK 74447-3901

(918) 293-4682
Fax: (918) 293-4614
osuit.registrar@okstate.edu

Student's Name _____ Student's ID (CWID) _____

Semester (date) Requested to Apply Renewal _____

Renewal Policy

Academic renewal is a provision allowing a student who has not been academically successful previously and who has been out of higher education for a number of years to reenter college without penalty. Under academic renewal, course work taken prior to a date specified by OSU Institute of Technology is not counted in the student's graduation/retention GPA.

A student may request academic renewal from OSU Institute of Technology using the following guidelines:

- a) At least five (5) years must have elapsed between the last semester being renewed and the renewal request.
- b) Prior to requesting academic renewal, and after the elapsed five years, the student must have at least 12 semester credit hours with a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work.
- c) The request will be for all courses completed before the date specified in the request for renewal.
- d) The student must appeal for consideration of Academic Renewal according to institutional policy.
- e) All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirement.
- f) Students who have been granted Academic Reprieve are not eligible for Academic Renewal.

A renewal administered by OSUIT for work taken at another institution will be applied to the OSUIT graduation/retention grade point average but may not be accepted at subsequent institutions.

Enter supporting information concerning this request in the area below: (You may attach information if necessary)

By signing below, I confirm that I have read and understand the conditions regarding the renewal policy.

Student's Signature _____ Date of Request _____

FOR OFFICE USE ONLY:

- a) Year(s) Requested
- b) Credit Hours/GPA
- c) Beginning Semester Requested

Renewal Policy Approved Denied

Authorized Signature