

Application for Academic Renewal

Office of Admissions • 1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax


In compliance with the Oklahoma State Regents for Higher Education policy on Academic Forgiveness, CASC offers ACADEMIC RENEWAL to a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Under academic renewal, course work taken prior to a date specified by the institution is not counted in the student's GPA.

These guidelines apply:

- at least FIVE years must have elapsed between the last semester being renewed and the renewal request;
- prior to requesting academic renewal, the student must have completed a minimum of 12 hours and earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work excluding activity or developmental courses;
- renewal will apply to all courses completed before the date specified in Academic Renewal request;
- the student must petition for consideration of Academic Renewal;
- the student must be currently enrolled and seeking a degree with Carl Albert State College;
- the student understands that all courses remain on the student's transcript, but are not calculated in the student's GPA, and that neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

Students should understand that all college transcripts must be on file and used to evaluate this Academic Renewal, and should there be any courses included in this Renewal that were used to confer a previous degree, then Renewal will be summarily denied. Notifications of APPROVE/DENY will be sent to student's email address below.

Directions: Complete and return to the Office of Admissions.

Student Information			
1	ID Numbers:	(Social-Security-Number)	(CASC ID Number)
		(first name)	(middle name) (last name)
2	Name:		
3	Address:	(mailing address)	(city) (state) (zip code)
4	Contact Numbers:	(home phone)	(cell phone) (e-mail to send NOTIFICATION)
5	List date Renewal begins (Semester/Year and College)	(Semester/Year)	(College/Institution)
6	Write why you should receive this Renewal: <i>(continue remarks on separate page if needed).</i>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
		 <i>Student Signature</i> _____ <i>Date</i> _____	

For Office Use Only	
<p>Criteria for Renewal</p> <p><i>(Admissions Office completes section, forwards request to Academic Affairs Committee)</i></p>	<input type="checkbox"/> Has five years elapsed between today's' date & semester of request? <input type="checkbox"/> Has 12 credit hours been earned during this elapsed time? <input type="checkbox"/> Has a 2.0 GPA been earned during this elapsed time? <input type="checkbox"/> Has a "C" grade or higher been earned during this elapsed time? <input type="checkbox"/> Is student currently enrolled? _____
Documentation of Process	<input type="radio"/> Approved <input type="radio"/> Denied
	<input type="radio"/> PX Comment <input type="radio"/> PX History <input type="radio"/> Scan <input type="radio"/> Notify

