**Guidelines for Academic Renewal:**

1. A maximum of 30 credit hours can be excluded from the GPA.
2. Courses and grades approved for Academic Renewal remain on the transcript but are excluded from the GPA calculation.
3. Academic Renewal applies to D and F grades only.
4. In order to apply for Academic Renewal, students must wait a minimum of two academic years from the last term being considered for Academic Renewal.
5. Students must be enrolled and have completed at least 6 hours with a 2.0 term GPA to be awarded Academic Renewal*.
6. Students can only apply for Academic Renewal once, and it is not reversible.

Complete this form (listing all course information), type a narrative detailing the reason(s) for the Renewal request, meet with an Academic Advisor, and develop an Academic Plan for success. Incomplete forms will not be processed.

<table>
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<tr>
<th>Course Number:</th>
<th>Course Title:</th>
<th>Semester &amp; Year Taken:</th>
<th>Grade Received:</th>
<th>Number of Credits:</th>
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*Reverse Transfer Degree students should consult with the Director of Advising for more information.

I understand all of the Guidelines outlined above and that receiving institutions are not bound by ACC policies. Further, I understand that having this Renewal request approved may not positively impact my Financial Aid status. I have met with an Advisor and copies of the typed narrative detailing the reason(s) for the Renewal request and plan for academic success are attached.

Student Signature: ____________________________________________  Date: __________________

**TO BE COMPLETED BY AN ADVISOR:**

I have met with this student to develop a plan for future academic success.

Advisor Signature: ____________________________________________  Date: __________________

Submit completed forms and attachments to the Director of Advising & Retention (M2210) or designee.