



## Academic Renewal Policy

Dear Student:

Thank you for your continued interest in Dalton State College. Before considering your request for academic renewal, I need some additional information. Enclosed please find:

1. Request for Academic Renewal Form: This form will serve as your formal request for Academic Renewal and Indicates that you have read and understand the benefits and consequences of Academic Renewal. After reviewing the information on this form, please sign, date, and return it to the office of Enrollment Services.
2. Academic Renewal Policy: This is a copy of the Academic Renewal Policy from the Board of Regents Affairs Handbook. Please read this policy before signing your Request for Academic Renewal.
3. Readmission Application: Complete this application indicating any changes in your name, address, or degree objective since you last attended Dalton State College.

Please return the application along with your Request for Academic Renewal Form. Changing your degree objective, may result in additional requirements needed for Admission. You may check your application status online at [https://daltonstate.gabest.usg.edu/B690/bwwkadst.P\\_GetID](https://daltonstate.gabest.usg.edu/B690/bwwkadst.P_GetID).

After receiving this information, we will review your file and your academic transcript and inform you of your status.

We look forward to having you back on campus.

Sincerely,



## **Rob Wingfield**

Rob Wingfield  
Registrar

### **2.5.1 Academic Renewal**

*Last reviewed: January 2010*

#### **SOURCES:**

[BoR POLICY 3.5.1, ACADEMIC RENEWAL](#)

EFFECTIVE DATE: JUNE 1995, UPDATED 5/24/2000 Revised 10/2014

#### **Definition of Terms for the Purpose of These Procedures**

**Suspension:** A temporary separation from an institution. A suspension may be for (a) a specified period of time or (b) indefinite. Upon expiration of the specified period of suspension, the student is eligible to re-enroll. A student under indefinite suspension must petition for reinstatement to the president of the institution.

**Dismissal:** A permanent separation of the student from the institution. A student who is dismissed is not eligible to return to the institution.

**Procedures** The following procedures should be applied for students seeking Academic Renewal:

1. Applying for Academic Renewal Status
  1. Students are encouraged to apply for Academic Renewal status at the time of reenrollment or enrollment as a transfer student at a USG institution. Students who do not request Academic Renewal status at that time must do so within an established period of time determined by the institution not to be less than one calendar year after enrollment.
  2. Each USG institution shall establish specific evaluative criteria and procedures for application evaluation, approval, denial and re-application for Academic Renewal.
  3. Each institution will establish a process to determine if a student is ready to return.
  4. Institutions can determine if Academic Renewal status can be requested as part of the readmission process or after enrollment.
  5. A student can be granted Academic Renewal Status only one time.
2. All previously attempted coursework continues to be recorded on the student's official transcript.
  1. A Renewal GPA is begun when the student resumes taking coursework following approval for Academic Renewal.



2. The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation.
  1. To earn a degree from the institution granting Academic Renewal, a student must meet the institution's residency requirements (the number of credit hours that must be earned at the degree awarding institution) after acquiring Academic Renewal status
  2. Institutions will determine the eligibility for honors at graduation for those students granted Academic Renewal status based on their institution policies regarding honor graduation.
3. Academic credit for previously completed coursework, including transfer coursework, will be retained only for courses in which a grade of A, B or C has been earned.
  1. Retained grades are not calculated in a Renewal GPA. Such credit is considered in the same context as transfer credit, credit by examination, and courses with grades of "S."
  2. Courses with grades of D or F must be repeated at the Academic Renewal institution if they are required in the student's degree program.
  3. Applicability of retained credit to degree requirements will be determined by the degree requirements in effect at the time Academic Renewal status is conferred on the student. Specific institutional program regulations must also be met.
  4. Institutions shall accept transient credits of students with Academic Renewal status per their policies regarding the acceptance of such credit.
3. Undergraduate students who are transferring to a USG institution or are returning to a USG institution after a period of absence may be eligible for Academic Renewal.
  1. Readmitted Students
    1. USG undergraduate students who return to their home institution may be eligible for Academic Renewal for coursework taken prior to the period of absence.
      1. Students must be absent from the USG institution for a minimum period of time to be determined by the institution but that is no less than three (3) years and no longer than five (5) years.
      2. Transfer credit for any coursework taken during the period of absence should be granted according to the institution's policies regarding transfer credits.
  2. Transfer Students
    1. Students who leave a regionally-accredited institution of higher education and transfer to a USG institution may be eligible for Academic Renewal for coursework taken prior to a period of time equal to the period of absence required for Academic Renewal eligibility for readmitted students (which is no less than three (3) years and no longer than five (5) years).
      1. Only coursework completed prior to the eligibility window can be considered for Academic Renewal



2. The period of eligibility is calculated from the date of enrollment at the USG institution.
3. Courses taken more recently than the period of eligibility are ineligible for consideration for Academic Renewal. However, transfer credit can be granted for coursework taken during this period according to the institution's policies regarding transfer credits.
4. Any scholastic suspensions that occurred in the past shall remain recorded on the student's permanent record. If a suspension (either first or second) is on the record and the student encounters subsequent academic difficulty after having been granted Academic Renewal, the next suspension subjects the student to dismissal.
5. The Renewal GPA begins with the semester following re-enrollment.
6. Re-entry into any program is not automatic.
7. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
8. The granting of Academic Renewal does not supersede the admissions requirements of certain programs, e.g., teacher education and nursing, which require a specific minimum grade point average based upon all coursework.
9. Academic Renewal status granted by one USG institution shall be honored at all other USG institutions.

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## **Dalton State College Request for Academic Renewal**

Academic Renewal allows University System of Georgia degree-seeking students who have experienced academic difficulty to make a fresh start and have one final opportunity to earn a degree. To apply for Academic Renewal, please read and follow the instructions provided. How

### **To Apply For Academic Renewal:**

1. Read the Academic Renewal Policy that accompanies this form.



2. Read the following information labeled “What You Need to Know About Academic Renewal.”
3. Sign and date this form indicating that you have read and understand the policy and how it will impact you.
4. Return this form along with a completed “Readmission Application” (if you have not already turned one in) to the Office of Enrollment Services. If mailing, send to: Enrollment Services, Dalton State College, 660 College Drive, Dalton, GA 30720.
5. After reviewing your Academic Renewal request and Academic Transcript, we will advise you of your status.

**What You Need To Know About Academic Renewal:**

1. You must have been out of school for at least three (3) years to be eligible for Academic Renewal.
2. You may be granted Academic Renewal one time only. Note: Academic Renewal should only be considered if you plan to earn your degree at Dalton State College. If you intend to earn your degree at another school, you may not want to use your one and only renewal at Dalton State, as the school to which you plan to transfer will have the option to accept or deny grades earned under Academic Renewal when determining your admission status.
3. Your new “Academic Renewal GPA” will be calculated using only those courses taken since you returned to school. Institutional Credit will be granted for those courses taken prior to Academic Renewal in which an A, B or C grade has been earned. (You will receive credit for having taken these classes, but the hours earned will not be included in your new GPA).
4. All previous course work will still appear on your academic transcript and Academic Renewal will be noted for the term it was granted.
5. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.



By signing below, I acknowledge that I have read and understand the accompanying Academic Renewal Policy and the information contained on this form, and I ask to be considered for Academic Renewal.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DSC Student ID#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

**OFFICE USE ONLY**

Rev: 15-FEB-2015

Effective Term \_\_\_\_\_

Renewal Status \_\_\_\_\_

Date \_\_\_\_\_

Reviewed By \_\_\_\_\_