

APPLICATION FOR ACADEMIC RENEWAL

An academic renewal is a policy for students that want to disregard a semester or two consecutive semesters in the calculation of their retention/graduation grade-point averages **Please read the information in items B & C below to learn about eligibility requirements and how the policy is applied before you submit the application.**

If you are eligible for a renewal, please submit this form to the Registrar's Office in person or send it via fax, U.S. mail, or email (see contact information above). After your application is reviewed, you will be notified of a decision through your NOC Email Account.

A. Please Fill Out the Information Below:

Name: _____				
_____	_____	_____	_____	_____
Last	First	Middle	Maiden	
NOC ID # _____	NOC Email Address: _____		_____	
Mailing Address: _____				

B. Eligibility Requirements:

1. Five calendar years must have elapsed between the last semester and request for renewal and students must have completed 12 hours of course work at NOC since the semester(s) to be renewed.
2. Students must have no grade lower than a C from any institution since the semester to begin renewal.
3. Classes which were passed and are part of the graduation requirements must be repeated, and additional hours may need to be taken to make up for the hours renewed.
4. A student is only eligible for one reprieve or one renewal (cannot utilize both policies.)
5. A student must be currently enrolled at NOC to be eligible.

C. How It Works:

1. Allows a student to remove from the graduation/retention GPA all previous semesters of poor course work, (must include D and F grades).
2. Students may be eligible to omit all course work previously taken from the graduation/retention GPA to establish a fresh start.

D. Please READ and FILL OUT the Following Information:

Students must meet all of the requirements in items a-h below to be eligible for an Academic Renewal.

I understand that I have met the requirements (a-h) for a reprieve by **INITIALING** all of the items below (if any of these items are not initialed, this application will **NOT** be reviewed):

- a. _____ I am currently enrolled at NOC.
- b. _____ There has been at least a five year period between the semester(s) for which I am requesting the renewal and the current semester.
- c. _____ I am requesting a renewal only for previous semesters.
- d. _____ I have **NOT** made a D or F in any courses that were taken after the semester(s) for which I am requesting the reprieve.
- e. _____ I have **COMPLETED** at least 12 hours **AFTER** the semester(s) for which I am requesting the renewal (Excluding activity and performance courses).
- f. _____ I have a 2.00 cumulated GPA in all course work.
- g. _____ All official college transcripts are on file and have been evaluated.
- h. _____ I understand that if the petition for Academic Renewal is approved, all courses remain on transcript but are not calculated in the NOC overall (retention/graduation) GPA.

E. Semester(s) and year(s) in which you are requesting the reprieve (can only be one semester or two consecutive semesters)

Semester	Year	Institution
_____	_____	_____
_____	_____	_____

F. College or university attended during the semester(s) you are requesting the reprieve:

By signing this, I attest that I have read and understand how the reprieve policy is applied to an academic record:

Signature _____

Date _____

FOR OFFICE USE ONLY

Approved: _____ Denied: _____ Signature: _____ Date: _____

Emailed Student: _____ Date Emailed: _____

