

# **SDT001. Academic Fresh Start**

**Procedure Category:** Student

**Subject:** Removal of poor grades for returning students who meet specific criteria

**Procedure Owner:** Associate Vice President for Instruction

**Related Procedures:** None

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## **I. Scope**

This procedure applies to all students who return to Cowley College after a two year break from their education at any college or university. Students who have previously attended Cowley College with poor academic results often feel too discouraged to try again. In order to encourage those students to return to college, this procedure was implemented.

## **II. Procedure Purpose**

This procedure would allow a student at Cowley College who has a poor or marginal academic record the opportunity to continue working toward an associate degree or college certificate without being burdened by his or her past performance record.

Students who return to college after an absence of at least two years from higher education, and who subsequently pass twelve credit hours with a 2.00 GPA or better, may petition to implement the Academic Fresh Start procedure. If the petition is approved, all the grades previous to the return to college will be changed to "NC." All the courses will continue to appear on the transcript, but will not be calculated into the new GPA. A notation will appear on the transcript indicating the implementation of the Academic Fresh Start procedure.

This procedure may be used only once and does not apply to any courses taken at another college or university.

## **III. Procedure**

- A. Student enrolls at Cowley College and completes twelve or more credit hours with GPA of at least 2.0.
- B. If an Academic Fresh Start is desired by the student, he or she must complete the "Academic Fresh Start Petition" form and return it to the instruction office.
- C. Upon receiving the petition, the Associate Vice President for Instruction will convene a committee composed of at least three members to review the student submission.
- D. The committee will review the petition and make judgment.
- E. The Registrar will notify the student of decision and update the transcript as needed.



**COWLEY COLLEGE  
ACADEMIC FRESH START PROCEDURE PETITION**

To be eligible for the Academic Fresh Start procedure, you must have:

1. Returned to Cowley College after an absence of at least two years from higher education; **AND**
2. Subsequently passed at least twelve credits with a semester grade point average (GPA) of 2.00 or better; **AND**
3. Enrolled for courses during the semester in which this request is being made.

If this petition is accepted, all semesters prior to the return to Cowley College that were taken at this institution will be changed to "NC". All courses previously taken will remain on the grade transcript and the cumulative GPA will be adjusted. A notation will appear on the grade transcript indicating that the Academic Fresh Start procedure was implemented.

**Student Section**

Cowley College ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Explanation (Optional): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that if the petition is approved, all the grades previous to the return to college will be changed to "NC."

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

**Cowley College is an equal opportunity educator and employer.**

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**For Office Use only**

Semester/Year Student returned to Cowley College: \_\_\_\_\_ / \_\_\_\_\_

Current GPA after returning to Cowley College: \_\_\_\_\_

- Petition has been:
- Approved, meets criteria
  - Denied, does not meet criteria listed below:
    - Has not been out of higher education for two or more years
    - Has not returned to Cowley College and completed 12 credit hours with GPA of 2.0 or higher

Committee Members: \_\_\_\_\_

Associate Vice President for Instruction: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

Date of Student Notification: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_ Notified by:  Email  Letter mailed

Name of staff member providing notification: \_\_\_\_\_