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 may *approve* to Renew multiple semesters/years of course work from a student's academic record, where course work taken prior to a date specified by CASC is not counted in the student's GPA. The following criteria apply:

1. FIVE years must have gone by from today and last term(s) requested in this Academic Renewal,
2. student must earn a minimum of 12 cr-hrs and a 2.0 GPA or higher with no grade lower than a "C" during this time,
3. activity or developmental course are not part of the 12 cr-hrs used to calculate the 2.0 GPA,
4. all college transcripts are on file, a part of my CASC transcript record, and used to evaluate this Academic Renewal,
5. must be a student at CASC and seeking a degree.

Further, students should understand that:

- Renewal will include all courses completed before the date specified in the request,
- If any courses included in this Renewal were used to confer a previous degree, then Renewal will be denied,
- all courses included in this Academic Renewal will remain on the transcript, but are not calculated in the student's GPA (Retention/Graduation GPA).

Directions: Complete and return to the Office of Admissions.

Student Information

❶ ID Numbers:	(Social-Security-Number)		(*CASC ID #, if known*)
❷ Name:	(first name) (middle name)		(last name)
❸ Address:	(mailing address) (city)	(state) (zip code)	
❹ Contact Numbers:	(home) (cell)	(e-mail)	
❺ List date to Renew Records (Semester/Year and College)	**(Semester/Year)**	**(College/Institution)**	
❻ Write why you should receive this Renewal: *(continue remarks on separate page if needed).*	_____ _____ _____ _____ _____ _____ *Student Signature* _____ *Date* _____		