



CARL ALBERT
STATE COLLEGE

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			
1	ID Numbers:	<small>(Social-Security-Number)</small>	<small>(CASC ID #, if known)</small>
2	Name:	<small>(first name)</small>	<small>(middle name)</small> <small>(last name)</small>
3	Address:	<small>(mailing address)</small>	<small>(city)</small> <small>(state)</small> <small>(zip code)</small>
4	Contact Numbers:	<small>(home)</small>	<small>(cell)</small> <small>(e-mail)</small>
5	List date to Renew Records (Semester/Year and College)	(Semester/Year)	(College/Institution)
6	Write why you should receive this Renewal: <i>(continue remarks on separate page if needed).</i>	<div style="text-align: right; margin-right: 50px;"> <i>Student Signature</i> _____ <i>Date</i> _____ </div>	

For Office Use Only		
Criteria for Renewal <i>(Admissions Office completes section, forwards request to Academic Affairs Committee)</i>	<input type="checkbox"/> Is student <u>currently</u> enrolled with CASC? <input type="checkbox"/> Has <u>five years</u> elapsed between today's' date & semester of request? <input type="checkbox"/> Has <u>12 credit hours</u> been earned during this elapsed time? <input type="checkbox"/> Has a <u>2.0 GPA</u> been earned during this elapsed time? <input type="checkbox"/> Has a " <u>C</u> " grade or higher been earned during this elapsed time?	
Documentation of Process	<input type="radio"/> Approved <input type="radio"/> Denied _____ _____ _____	<input type="radio"/> PX Comment <input type="radio"/> PX History <input type="radio"/> Contact Student _____ <input type="radio"/> Scan <input type="radio"/> File: <i>Student & Academic Forgiveness</i>