



ACADEMIC RENEWAL REQUEST FORM

***Please note: Academic Renewal Request may take up to 4-6 weeks to process.

STEP 1. TO BE COMPLETED BY THE STUDENT (Please Print):

Name: _____
Last First Middle Initial

UH ID#/Username: _____ Phone #: (_____)_____

Major: _____ Degree: BAS AA AAS AS CA CC CO

Declare the Term and Year for which Academic Renewal is requested (up to 4 consecutive semesters):

1. FA / SP / SU _____ 2. FA / SP / SU _____ 3. FA / SP / SU _____ 4. FA / SP / SU _____

Attach supporting document:

- Brief explanation of the reason/s for requesting academic renewal and what changes you have made to ensure success in your future studies.

By signing and initialing below, you have indicated that you have read, understood and agree to all of the following conditions of the Academic Renewal Policy:

- ___ I am currently enrolled at Maui College and the term has begun.
- ___ I have declared a major and am seeking a degree or certificate.
- ___ I have cleared all non-academic holds.
- ___ I understand that Academic Renewal can only be applied once at Maui College.
- ___ I understand that Academic renewal may not be applied to courses that have already been used to meet requirements for a previously earned/applied for degree or certification.
- ___ I understand that Academic Renewal semester coursework will remain on my permanent record (transcript) with the Academic renewal notation.
- ___ I understand that Academic probation status remains on my permanent record (transcript).
- ___ I understand that Academic Renewal at Maui College does not guarantee that other institutions (including other UH institutions), will recognize such action.
- ___ I understand that Academic renewal does not change the Financial Aid Satisfactory Academic Progress calculation.
- ___ I understand that Academic renewal can be applied after at least three (3) years (36 consecutive months) of nonattendance.
- ___ I have completed at least nine (9) credits upon reenrollment with at least a 2.0 GPA since reenrollment.

Student Signature _____ Date _____

STEP 2. TO BE COMPLETED BY THE PROGRAM ADVISOR OR COUNSELOR:

The student has met all the requirements of the Academic Renewal Policy: Yes No

Academic Advisor or Counselor Signature _____ Date _____

STEP 3. TO BE COMPLETED BY THE VICE CHANCELLOR OF ACADEMIC AFFAIRS

I recommend that the above student's request be: Approved Denied

Vice Chancellor of Academic Affairs Signature _____ Date _____

4. SUBMITTED TO ADMISSIONS & RECORDS OFFICE (for office use only):	
<input type="checkbox"/> Request was approved – Academic Renewal noted on transcript/GPA recalculated	Date/Initials processed: _____
<input type="checkbox"/> Request was <u>not</u> approved	
COPIES SENT:	
<input type="checkbox"/> Student <input type="checkbox"/> Advisor/Counselor <input type="checkbox"/> VCAA <input type="checkbox"/> Financial Aid	Date/Initials sent: _____

ACADEMIC RENEWAL POLICY

Purpose:

Academic Renewal, if approved by UHMC, allows students with coursework three (3) years old or older an opportunity to exclude that coursework for select purposes once they have demonstrated new academic responsibility. This policy establishes the policy and procedure for students to initiate academic renewal. For the purposes of this policy, academic renewal is defined as the elimination of up to four (4) consecutive semesters' credits from the calculation of the grade point average.

Policy:

Students may apply for Academic Renewal for up to four (4) consecutive semesters of credits at Maui College. The students' UHMC GPA will be recalculated to exclude all grades and credits from the selected renewal semester(s). However, this information will appear on the transcript with an Academic Renewal notation. Academic Renewal may not be applied to courses that have already been used to meet requirements for a previously earned degree or certificate. Academic Renewal at UHMC does not guarantee that other institutions will recognize such action. Academic renewal does not change the Financial Aid Satisfactory Academic Progress calculation. Please consult with the Financial Aid office as appropriate.

This policy is not meant to repeal or replace any of the following policies: medical withdrawal policy, emergency withdrawal policy, extenuating circumstances exception, repeat policy.

Students who are interested in Academic Renewal must meet the following conditions:

1. The student must complete the Academic Renewal Request Form. It must be signed by a counselor or an academic advisor. The completed form must then be submitted to the Vice Chancellor for Academic Affairs.
2. The student must have a declared major and must be seeking a degree or certificate.
3. The student must ensure that all non-academic HOLDS are cleared prior to submitting the Academic Renewal Request Form.
4. The student must be applying for renewal after at least three (3) years (36 consecutive months) of nonattendance.
5. The request will be reviewed after the student has completed at least 9 credits upon reenrollment with at least a 2.0 GPA since reenrollment.
6. The student must complete the Academic Renewal process at least one semester prior to submitting an application for graduation.
7. The student must understand that the entire student's UHMC GPA will be recalculated to exclude all grades and credits from the selected renewal semester(s). However, this information will appear on the transcript with an Academic Renewal notation. This GPA recalculation may help on a case by case basis with campus-based scholarships and honors club membership, but will not affect financial aid calculation.

By signing below, I certify that I have read, understood and agree to all of the following conditions of the Academic Renewal Policy:

Student Signature

Date