Academic Renewal Request

Name:_________________________________   Previous Name (if applicable): __________________
Student ID:______________________________
Address:_________________________________________     State:_________ Zip:____________
Phone (home):_________________ (cell):_________________  Email: __________________________

A student returning to Central Arizona College after a leave of absence of at least 3 years may petition
the Registrar to have specific grades excluded from the computation of the cumulative grade point
average. The grades are not erased and will remain on the academic transcript. An academic renewal
may only be granted once during a student’s enrollment at Central Arizona College. The following are
stipulations must be met for an Academic Renewal Request:

- Three year minimum leave of absence from Central Arizona College.
- Completion of 12 or more credits with a grade point average of 2.0 following re-enrollment
  after the three-year absence.
- Only grades of D, F, WF are eligible for renewal. Attach an unofficial transcript indicating
  (circled) which classes I would to have reviewed for approval.

Responses will be mailed to your student email account as well as uploaded to the document section of
your student portal.

________________________________________ ___________________
Student Signature     Date

Student Comments (if applicable):
________________________________________________________________________
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Office Use Only

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<th>Approved</th>
<th>Registrar Signature</th>
<th>Comments (if applicable)</th>
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