

Student Services Manual (SSM)

SSM 202–06: Academic Renewal

Effective: 12/4/1979

Revised: 7/1/2022

Purpose

To allow credit earned by a readmitted student for courses taken at ASU five or more years ago to be treated as transfer credit

Sources

Academic Administration Advisory Council

University Senate

University Registrar Services

Policy

A readmitted undergraduate student whose GPA is below 2.00 may petition to have his or her ASU cumulative GPA recalculated, under specific guidelines, to include only satisfactorily completed courses taken at ASU prior to readmission, if the student:

1. was absent from the university for at least five years
 2. has satisfactorily completed at least 12 or more college-approved semester hours in residence at ASU within three semesters after reentry with a cumulative GPA of 2.50 or higher with no grade lower than a “C”
- and
3. applies for academic renewal before the third semester after readmission.

The dean of the college offering the student’s major specifies the minimum number of hours a student must earn to be eligible for academic renewal. The dean must require the student to earn at least 12 hours but may require more than 12 hours.

Credit earned before the absence is accepted in the same manner as is community college transfer credit. This will apply to the maximum number of community college transfer credits allowed by the program, as specified by SSM-401-01” (see policy below).

Note: Selected graduation requirements, including final hours in residence, academic recognition hours in residence, and GPA must be fulfilled by course work completed after academic renewal has been granted.

Academic renewal may be effected only once in a student’s academic career and is transferable among the ASU colleges. The student’s cumulative ASU GPA is based only on credit earned after academic renewal. However, a student’s complete record—before and after academic renewal—remains on the transcript and may be taken into consideration when a student applies for undergraduate professional or graduate programs.

Procedure

Responsibility	Action
Student	<ol style="list-style-type: none"> 1. Request the Application for Academic Renewal from University Registrar Services, or from the dean of the college offering the student's major. 2. Submit the form to the dean's office in the college offering the student's major before the last day of the third semester after readmission.
	Upon receiving the Application for Academic Renewal:
Dean of the college offering the student's major	<ol style="list-style-type: none"> 3. Specify a minimum of 12 semester hours the student must complete within three semesters after reentry, with a minimum cumulative GPA of 2.50, to be eligible for academic renewal.
	Upon the student's completion of the specified semester hours with at least the minimum GPA:
	<ol style="list-style-type: none"> 4. Forward the approved Application for Academic Renewal to University Registrar Services.
University Registrar Services	<ol style="list-style-type: none"> 5. Verify that the form is complete.
	If the form is not complete:
	<ol style="list-style-type: none"> 6. Return the form to the dean or academic advisor.
	If the form is complete:
	<ol style="list-style-type: none"> 7. Process the academic renewal and adjust the student's record, posting hours earned before academic renewal in the same manner as that for community college transfer credits. 8. Send a revised copy of the transcript to the student.

Cross-Reference

For related information, see:

1. [SSM 202](#), "Readmissions and Course Equivalences."
2. [SSM 401-01](#), "Transfer Credit Evaluation."