



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Undergraduate Academic Renewal Policy

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

Previous Policy: [Insert Previous Policy Number or Name]

1. Purpose

Academic Renewal is a means to allow former Commonwealth University undergraduate students to resume their academic career without undue encumbrance of their prior academic record.

2. Scope

Applies to undergraduate students readmitted or reinstated to Commonwealth University or admitted or reinstated from a legacy university now part of Commonwealth whose prior record is below the GPA required for Good Academic Standing.

3. Definitions, Roles and Responsibilities

3.1. Definitions

- 3.1.1. **Academic Dismissal:** The official separation of a student from Commonwealth University for failure to earn the required GPA Standard.
- 3.1.2. **Academic Renewal:** A process that allows readmitted or reenrolling students to remove a period of poor academic performance from the GPA calculation. Also called Academic Amnesty or Academic Forgiveness.
- 3.1.3. **Academic Standing:** is determined by a student's cumulative grade point average (GPA)
- 3.1.4. **Early College:** A program allowing students to earn Commonwealth University credit prior to high school graduation.



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- 3.1.5. **Grade Point Average:** A student's overall GPA calculated at Commonwealth University based on credits attempted, earned grades, and repeated courses
- 3.1.6. **Good Academic Standing:** Student's status when holding a cumulative GPA of 2.0 or above.
- 3.1.7. **Legacy University:** Bloomsburg University, Lock Haven University, or Mansfield University.
- 3.1.8. **Reinstatement:** Reactivating a student's record after a separation from the institution.
- 3.1.9. **Readmitted:** Term used when a student has completed a separation from Commonwealth University and receives University approval to enroll in courses again.
- 3.1.10. **Re-enrolled:** Status of student that returns to the institution after a voluntary separation from the institution.
- 3.1.11. **Year:** Calendar year.
- 3.2. **Roles and Responsibilities**
 - 3.2.1. **Admissions** – accepts and reviews applications for re-admission in coordination with appropriate offices.

4. Policy

- 4.1. Students readmitted to Commonwealth University shall be eligible for Academic Renewal under the following conditions:
 - 4.1.1. A minimum of two years has elapsed since the student has last enrolled in a Commonwealth University course, AND
 - 4.1.2. the student has been reinstated following academic dismissal OR re-enrolled without good academic standing from Commonwealth University or the legacy universities.
 - 4.1.3. Early College program participants admitted to Commonwealth University with records that place them below good academic standing shall be eligible for Academic Renewal if a minimum of two years have passed since their last Commonwealth University enrollment.
- 4.2. When a student requests Academic Renewal,
 - 4.2.1. credit for all courses successfully completed remain on the transcript.



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4.2.2. Any previously earned grades are not calculated into the current grade point average. In other words, the student's cumulative grade point average starts over.

4.2.3. Prior grades remain on the transcript with the designation *[grade]. A notation of academic renewal will be included on the transcript.

4.3. Application for Academic Renewal must be made before the 10th week of the semester in which the student is reinstated or re-enrolls at the University.

4.4. Readmitted students must meet the University's requirements as well as the individual departmental and certification requirements that are in place the year in which they return.

4.4.1. Credit for courses already taken may be accepted toward graduation.

4.4.2. At the discretion of individual departments, students may be required to repeat those courses in which significant changes in content has occurred.

4.5. If a student does not attend Commonwealth University for three semesters, returns during the fourth semester, and withdraws that semester, that semester will be defined as a semester of enrollment and may not be used toward the two-year interruption.

4.6. Students may request Academic Renewal only one time.

5. Procedures, Standards, and Guidelines

5.1. Admissions reviews the student record after application for readmission or reinstatement is made.

5.1.1. The letter of readmission/reinstatement shall indicate that the student has a prior Commonwealth University academic record that is not in good standing.

5.1.2. The Admissions officer shall counsel the student on their options, including Academic Renewal.

5.1.3. The Admissions office shall notify the following persons or offices that the student has been readmitted with an academic record that is not in good standing.

5.1.3.1. Chair of the student's major department or academic unit

5.1.3.2. Office of Student Success

5.2. Academic renewal does not apply to federal student aid eligibility

5.2.1 A student granted academic renewal that wishes to use federal aid must submit a Satisfactory Academic Progress (SAP) appeal to the office of financial aid.

5.2.2 Financial Aid Counselor reviews SAP appeal and notifies student of outcome.



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5.2.3 An approved appeal will require a valid FAFSA on file before aid can be awarded.

6 Compliance and Enforcement

6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.

6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

5.1 Supporting Documents

5.1.1 [Include title of supporting documentation here.] [\[Link\]](#)

5.2 History

5.2.1 [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]

5.2.2 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]

5.2.3 Revised - [Date of Revision]

5.2.4 Next Review Date - [Date of Revision]

5.3 **Related Policies** - [Reference related policies]

5.4 Contacts for Additional Information and Reporting

[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]