

## Academic Renewal Application

Bossier Parish Community College provides students who have not been enrolled in college due to academic deficiencies the opportunity to renew their academic record. The student **must not** have been enrolled in college level course work for **one year (12 months)**, demonstrate that the conditions that led to the academic deficiencies have changed, and complete the necessary steps to be considered for Academic Renewal. Academic Renewal can only be awarded once in an academic lifetime at any LCTCS college and cannot be declared for any period that was previously used for an awarded credential.

The following standards apply:

1. The student must submit an application for admission, submit an official transcript from ALL colleges attended (excluding BPCC), be degree seeking, and be admitted to the College.
2. The student should submit a request for Academic Renewal along with supporting documents to the Admissions/Registrar's Office before or during the first semester of enrollment.
3. If Academic Renewal is not declared during the first term of enrollment, then the student is eligible to appeal for an exception. Only those courses prior to the one-year lapse of enrollment will be considered for renewal.
4. The student must also submit a letter of explanation to include evidence that there is reasonable expectation of future satisfactory performance.
5. Admissions/Registrar's Office reviews the academic record to determine eligibility to be considered for Academic Renewal and accordingly approves or denies the request.
6. Denials of requests for academic renewal may be appealed to the Vice Chancellor for Academic Affairs for a final decision.
7. BPCC will recognize Academic Renewal granted by other institutions in the LCTCS System without appeal of acceptance.
8. A non-LCTCS institution may choose to accept or deny the transfer of Academic Renewal granted by BPCC. Students are encouraged to investigate the Academic Renewal policy if they plan to transfer to another institution.
9. Applying for Academic Renewal does not ensure approval.
10. If the student is approved for Academic Renewal, the actual implementation of Academic Renewal will be contingent upon successful completion of courses during their first semester after the one-year lapse of enrollment. It will be the student's responsibility to return to the Admissions/Registrar's Office for review of the academic success.
11. Successful completion is defined as, "the completion of at least six (6) credit hours with a "C" or better in every course attempted."
12. If the student does not successfully complete courses (as defined in number 11) during the first term of enrollment after the appeal request, Academic Renewal will not be implemented on the student's academic transcript and the approval for Academic Renewal will be null and void.
13. If the student successfully completes courses (as defined in number 11) during the first term of enrollment after the appeal request, Academic Renewal will be implemented on the academic transcript. Only credits with grades of A, B, C, S, and P will remain as credits earned to be used to satisfy requirements for awards and will be used in the cumulative GPA.
14. All other grades (considered unsuccessful passes) will be flagged for Academic Renewal. These credits will be excluded from credit earned and will not be used in the GPA. In addition, these credits will not be used to meet graduation requirements or to compute the cumulative GPA leading to awards.
15. **These credits, however, will remain on the transcript as attempted hours and will be used to determine eligibility for financial aid. A student who receives Academic Renewal may or may not be eligible for financial aid at BPCC. It is the student's responsibility to contact Financial Aid for more information.**



16. A student who received Academic Renewal will have the total cumulative grade point average (including courses waived by Academic Renewal) considered for academic honors awarded at graduation.
17. If granted, Academic Renewal will be noted on the academic transcript.

Students are cautioned that many undergraduate curricula and graduate professional schools compute the undergraduate grade point average on all hours attempted when considering applications for admission.

Students must sign the application for Academic Renewal certifying that they understand the ramifications and accept all the terms of Academic Renewal.

**To be completed by student:**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Documents Submitted:

- Letter of Explanation
- Documentation

By signing, I understand that many undergraduate curricula and graduate professional schools compute the undergraduate grade point average on all hours attempted when considering applications for admission. I understand if I do not meet successful completion as defined above, the Academic Renewal will be null and void. I understand the ramifications and accept all the terms of Academic Renewal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by Admission/Registrar's Office:**

Date Received in Admissions/Registrar's Office: \_\_\_\_\_

Documents Received: \_\_\_\_\_ Letter of Explanation \_\_\_\_\_ Documentation \_\_\_\_\_ All Official College Transcripts

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ If approved, term effective: \_\_\_\_\_

If student wishes to appeal a denied application:

Date sent to VC of Academic Affairs: \_\_\_\_\_ Date back from VCAA: \_\_\_\_\_

Date contacted student by above email: \_\_\_\_\_

BPCC Official: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Bossier Parish Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bossier Parish Community College. • Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices. • Coordinator for Section 504 and ADA: Sarah Culpepper, Manager, Disability Services Coordinator - Disability Services, 6220 East Texas Street, Bossier City, LA 71111 - (318) 678-6539 - sculpepper@bpcc.edu. - 8:00 a.m.-4:30 p.m. M-F, excluding holidays and weekends. • Equity/Compliance Coordinator: Teri Bashara, Director of Human Resources - Human Resources Office, 6220 East Texas Street, Bossier City, LA 71111 - (318) 678-6056 - 8:00 a.m.-4:30 p.m. M-F, excluding holidays and weekends.