

Academic Renewal Form

This form is to request an Academic Renewal, wherein Tacoma Community College (TCC) coursework may be set aside. A student may exercise the Academic Renewal option only once. All TCC coursework prior to and including the renewal quarter will be set aside. A decision to set aside coursework at Tacoma Community College may or may not be honored by other colleges, since each college interprets transcripts according to its own policies. The course number, title and original grade of all coursework set aside will remain on a student's transcript.

Determination of credits earned at TCC, cumulative grade point average (GPA) at TCC, and the calculation of honors at TCC will exclude all coursework that is set aside through Academic Renewal. Academic Renewal cannot be used to recalculate GPA for Financial Aid purposes, however, as Financial Aid regulations make no provision for academic renewal. All coursework applicable to a student's major, whenever taken, is included when evaluating a student's satisfactory academic progress for Financial Aid eligibility purposes.

Coursework that has been set aside **cannot** be reinstated or used to satisfy degree requirements, however coursework with passing grades from a set aside quarter **can** be used to satisfy prerequisites.

Academic Renewal **cannot** be granted for courses used in the awarding of a TCC degree, certificate, or high school completion.

To request an Academic Renewal, please meet with an advisor and confirm the following:

The student has maintained at least a 2.00 quarterly GPA for the last 2 quarters **OR** a 3.00 quarterly GPA for the last quarter at any accredited institution (note: if this requirement has been completed at another institution, please attach a copy of the student's unofficial transcript from that institution when submitting this form.)

The quarter selected for Academic Renewal to start is at least two (2) years prior to the current quarter.

The student and advisor have discussed the impact of any passing grades that fall into the renewal period.

By completing and submitting this form, I confirm that I have read and discussed the requirements and limitations of the Academic Renewal process with my advisor.

Student Preferred Name:

Student ID (ctcLink) Number:

Preferred Email Address:

Telephone Number:

Please start my Academic Renewal in (quarter/year):

**Reminder: your Academic Renewal period will include the quarter you list above and all previous quarters atTCC.*

Student Signature:

Advisor Signature:

Date:

Completed forms can be emailed to Registrar@tacomacc.edu or submitted to Enrollment Services in Bldg. 7.