

**Nicholls State University**  
**Academic Renewal Policy Agreement**  
**Procedures for Applying For Academic Renewal**

1. The student must obtain an application form for Academic Renewal from either a dean's office or the Office of Records and Registration within twelve (12) months following entry (or re-entry) to the University. **The application must be accompanied by a letter which should include:**
  - An explanation of the circumstances surrounding the student's prior poor academic performance.
  - The reasons why the student is seeking Academic Renewal. Include circumstances which have changed since the student's last enrollment that would support a reasonable expectation of the candidate's success.
2. Submit the completed application with the attached letter to the academic dean of the student's college.
3. The Dean will review the application file and appropriate documentation from the student's academic file.
4. The decision on the student's application for Academic Renewal will be made by the Dean. The Dean may or may not require the student to meet with him/her before making a decision.
5. The Dean will transmit his/her decision to the Director of Records and Registration, whose office will notify the student of the decision.

# Nicholls State University

## Application for Academic Renewal

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

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
(please print)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Nicholls Student Email: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

- Academic Unit:**
- Academic Services Center
  - Business Administration
  - Chef John Folse Culinary Institute
  - Education and Behavioral Sciences
  - Liberal Arts
  - Nursing
  - Sciences and Technology

Major: \_\_\_\_\_

**LAST TERM OF ENROLLMENT AT A COLLEGE/UNIVERSITY (include dates):**

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**\*\*\*Required Documentation:** The student must review the Procedures for Applying for Academic Renewal form. Additionally, the student must read and sign the Academic Renewal Policy Agreement, whereby the student acknowledges his/her understanding of the policy and agrees to all its provisions. The applicant must also complete the Application for Academic Renewal and submit a letter supporting his/her application. **All documentation will become an official part of your student academic record and will not be returned to you.**

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### OFFICIAL USE ONLY

Academic Dean's Decision: \_\_\_\_\_ Approve \_\_\_\_\_ Deny

Academic Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Nicholls State University

## Academic Renewal Policy Agreement

Undergraduate students who have withdrawn or have been suspended because of academic deficiencies but have demonstrated sufficient maturation may ask to be enrolled under academic renewal. The following conditions apply:

1. At least **three years** must elapse between the **end** of the semester in which the student was last registered for credit at any college or university and the **start** of an enrollment under academic renewal.
2. Students must obtain an application form for academic renewal from either a dean's office or the Office of Records and Registration prior to or **within twelve (12) months** following **entry (or re-entry)** to the university. **The application must be accompanied by a letter which should include:**
  - Provide an explanation of the circumstances surrounding the student's prior poor academic performance.
  - Provide the reasons why the student is seeking Academic Renewal. Include evidence that the conditions have changed and that there is reasonable expectation of the student's success.
3. If granted, the date of academic renewal is entered upon the transcript along with a statement **prohibiting use of previously earned credits** and quality points to meet degree requirements, to compute the grade-point average leading toward undergraduate certificates or degrees, or to determine graduation status.
4. **No prior academic credit carries forward as part of a degree program**; however, the prior record remains a visible part of the student's transcript.
5. Upon being granted academic renewal, the student has status of an entering freshman, and will begin a new record showing no credits attempted and no quality points earned.
6. A student demonstrating competency in a given area may be allowed advanced standing (**without credit**) or a waiver of requirements just as any entering freshman, **but will not be allowed credit by examination for courses lost in academic renewal.**
7. Academic renewal may be granted to a person **only once**, regardless of the institutions attended.
8. Students are cautioned that many undergraduate professional curricula and graduate and professional schools compute the undergraduate grade-point average over all hours attempted when considering applications for admission.
9. Academic renewal **does not pertain to accumulated financial aid history**. Accumulated semester and award limits include all semesters of enrollment.

I hereby agree to all provisions of the Academic Renewal policy cited above.

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Student's Name (please print)

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Student's N Number

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Student Signature

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Date