



# Petition for Academic Renewal

Western Kentucky University  
Office of the Registrar  
Potter Hall 216  
270.745.3351

**Student Information** WKU ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Legal Name: \_\_\_\_\_ Major: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

In order to qualify for academic renewal, students must be admitted to WKU and enrolled or previously enrolled in coursework at WKU. In addition, qualified students must fall into one of the following categories:

- 1. Have at least 60 earned credit hours; **OR**
- 2. Have not attended any accredited college or university for at least two previous years.

**\*\*See attached for more information\*\***

Check one box below to void one semester or all previous coursework:

One Semester \_\_\_\_\_  
term and year to void name of university or college

All Previous coursework \_\_\_\_\_  
name of university or college

I certify I understand the conditions necessary to be eligible for academic renewal. I also realize the effect academic renewal will have on my status relative to academic programs and degree requirements, as well as financial aid and athletic eligibility. In addition, I understand the voided coursework will remain a part of my permanent academic record even though it will not count toward graduation or the computation of my grade point average and voided coursework may not be retrieved and is irreversible.

X  
Student Signature Date

X  
Advisor Signature Date

X  
Department Head/Chair Signature Date

To be completed by Office of the Registrar:

Processed by: \_\_\_\_\_ Date processed

# Academic Renewal Policy

Academic renewal allows students to void a semester of coursework or all previous coursework, if the coursework has not been used for a previous degree at WKU nor another accredited institution. The policy prevents voided coursework from counting toward graduation and the computation of the grade point average; however, the voided coursework will remain a part of the transcript.

In order to qualify for academic renewal, students must be admitted to WKU and enrolled or previously enrolled in coursework at WKU. In addition, qualified students must fall into one of the following categories:

1. Have at least 60 earned credit hours; **OR**
2. Have not attended any accredited college or university for at least two previous years.

Qualified undergraduate students who have earned at least 60 credit hours should work with an advisor to determine if all coursework should be voided or the coursework for a single semester. If the student chooses to void all coursework, all coursework will be voided prior to submission of the petition.

Qualified undergraduate students who have not attended any accredited college or university for at least two previous years must have a cumulative grade point average, since readmission, of at least 2.0 (with no grade below a "D"), computed at the end of the term in which the student completes 12 semester hours or the number of hours required for degree completion if less than 12. Students who have not attended any accredited college or university for at least two previous years should work with an advisor to determine if all coursework should be voided or the coursework for a single semester. If the student chooses to void all coursework, all coursework will be voided prior to the readmission term.

WKU accepts transfer credit retained through academic renewal at other institutions but will use grades from those courses for the computation of the higher education grade point average.

Students requesting academic renewal are required to complete and submit the "Petition for Academic Renewal" form to their advisor and then their department head/chair or equivalent, indicating whether one semester or all previous coursework is to be voided. The Office of the Registrar processes the approved form. The academic renewal decision is final once it is approved by the academic department and processed by the Office of the Registrar. Students may not declare academic renewal more than once. Academic Renewal is irrevocable.

## Procedures

The form shall be approved by the student's advisor and then their assigned Department Head/Chair. The department will send the approved form to the Office of the Registrar, Potter Hall 216.

The petition should not be filed until the student has fulfilled the conditions of eligibility mentioned above.

The Office of the Registrar will notify students by email when the Petition for Academic Renewal has been processed.

Students who request academic renewal for a semester(s) may not use any credit earned during that period toward degree requirements. Voided courses required for the degree must be repeated.