

ACADEMIC FRESH START POLICY

Once in a lifetime, a student may apply for a change of grade from D, F, U, or WF to W. The fresh start requirements for application are:

1. The student must be currently enrolled in credit classes and have a declared major at NSCC.
2. The student must have demonstrated satisfactory academic progress for at least one academic term (12 cumulative credit hours beyond fresh start course(s) request) with a GPA of 2.0 for these courses at Northwest State Community College, including developmental courses.
3. Courses requested for fresh start must have been taken during the first 30 credit hours attempted.

The application for Academic Fresh Start must be in writing and is subject to review and approval by the division dean and Vice President for Academics.

STEPS

1. **Make an appointment with the Division Dean** of your current major. Take your Fresh Start packet, including this page.
2. Complete Form A with your Division Dean.
3. Complete Form B, Part I, requested course(s) change.
4. Submit completed forms to the Business Office and pay the initial non-refundable fees. An application fee of \$10.00 **PER EACH REQUESTED COURSE CHANGE** (EX: 3 courses would be \$30) must be paid at the time of the application.
5. You will be notified of the final determination.
6. If approved, you will need to pay the final transcript placement fee to the Business Office before the grades will be changed to a "W" grade. This transcript placement fee of **\$20.00 PER APPROVED COURSE** (EX: 3 courses approved would be \$60) must be **paid within ten (10) days of final approval**.

FORM A

The following questions must be completed in the presence of your Division Dean. You must be able to answer Yes to all of the following four questions:

1. Are you presently enrolled in credit classes at NSCC?
Yes _____ No _____
2. Have you successfully completed at least one full term (12 credit hours) at NSCC?
Yes _____ No _____
3. Have you declared a major at NSCC?
Yes _____ No _____ Major: _____
4. Were the courses requested for fresh start taken within the first 30 credit hours attempted?
Yes _____ No _____

If you apply for Fresh Start consideration when you are NOT qualified, you forfeit any further Fresh Start consideration and forfeit the application fee.

Student's Signature

Division Dean's Acknowledgement

Student ID

Date

Does a file exist in the Vice President for Academic's office concerning academic problems such as: plagiarism, cheating in class, or other academic problem situations?

Yes _____ No _____

Vice President for Academics

Registrar's Office
 PHONE: 419-267-1395
 EMAIL: registrar@northweststate.edu
 FAX: 419-267-5604

FORM B

Part I: Requested Course Change (Completed by student)

Name _____ ID _____
 Address _____ Phone Number _____

Reason for Fresh Start Request: _____

Course Number	Course Title	Term	Year	To Be Completed by VP for Academics		
				Grade Received	Grade Change Approved	Denied

Part II: Fresh Start Application Fee – \$10 per each course request non-refundable (Completed by Business Office)

Fresh Start Application Fee Paid \$ _____ Date _____

Part III: Administrative Approval

Vice President for Academics Signature _____

Student notified of approval Date _____

Part IV: Fresh Start Recording Fee – \$20 per course change (completed by Business Office)

Paid Fresh Start Recording Fee \$ _____ Date _____

Part V: Acknowledgement - Registrar

(Grade changes will be recorded in the Registrar's Office in 7-10 days)

 Registrar's Signature

 Date