

FRESH START POLICY

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 non-refundable fees.

You will be notified of the final outcome after a decision has been made.

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.

An application fee of \$10.00 per requested course change must be paid at the time of the application. A transcript placement fee of \$20.00 per approved course must be paid within ten (10) days of notice of final approval.

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

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

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 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

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

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 _____