

**Purpose:**

The purpose of an Academic Renewal is to adjust the cumulative grade point average (GPA) of an eligible student who has previously earned a grade(s) of “D” or “F”.

**Eligibility:**

- Student must have been separated from Lord Fairfax Community College (LFCC) for a minimum period of five years (60 months) of continuous non-enrollment

**AND**

- Student must have earned at least a 2.5 GPA for the first 12 semester hours (credit bearing) completed after re-enrollment. Developmental course work will not count in these 12 credit hours.

**NOTE: Both eligibility requirements must be satisfied prior to applying for Academic Renewal.**

**Conditions:**

- Student must submit a completed Academic Renewal Application to the office of Admissions and Records with an accompanying letter explaining the situation at the time the “D” and/or “F” was earned, and how they plan to be successful from this point on should academic renewal be granted.
- Grades of “D” and “F” earned prior to re-enrollment will be deleted from the calculation of the cumulative and curriculum grade point average (GPA), and will **NOT** count toward satisfying future graduation requirements.
- **ALL** previously earned grades will remain on the student’s academic record.
- Academic renewal may be granted only one time.
- Once granted by LFCC, Academic Renewal **cannot** be revoked.
- The granting of Academic Renewal does **NOT** affect any previous academic, financial, or administrative determination made by LFCC.
- An ‘Academic Renewal’ notation will be made on the student’s permanent academic record.



# Academic Renewal Application

LFCC Records / Office of the Registrar  
173 Skirmisher Ln · Middletown, VA 22645  
Telephone: 540-868-7105 Email: records@lfcc.edu Fax: 540-868-7005

Student ID# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Former

### I hereby petition for academic renewal and meet the following eligibility requirements:

- I have been separated from LFCC for a minimum period of 5 years (60 months) of continuous non-enrollment
- I have earned (at least) a 2.5 grade point average (GPA) for the first 12 credits (credit bearing) completed after re-enrolling from my 5-year separation.

### I understand that:

- Academic renewal may be granted only one time
- Once granted by LFCC, academic renewal cannot be revoked
- Academic renewal includes both "D" and "F" grades
- Although my cumulative GPA will be adjusted, all of my previously earned grades will remain on my academic record
- Any course credit with a "D" earned during the academic renewal adjustment period will not count toward future graduation requirements
- An academic renewal notation will be made in my academic records
- The granting of academic renewal does not affect any previous academic, financial, or administration decision made by the College.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I voluntarily consent to the use of an electronic record of my LFCC student file. I acknowledge that, by logging into the MYLFCC system with my unique credentials and e-mailing from my @email.vccs.edu account to provide LFCC with this data, I have given my electronic signature which has the same legal and binding effect as a "wet" or handwritten signature.

#### FOR INTERNAL USE ONLY

Not enrolled: \_\_\_\_\_ - \_\_\_\_\_

Re-enrollment GPA: \_\_\_\_\_

Approved  Denied

\_\_\_\_\_  
Registrar Signature

Re-enroll Term: \_\_\_\_\_

Renewal Eff. Date: \_\_\_\_\_ Eff. Term: \_\_\_\_\_

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

Copy to Student: \_\_\_\_\_