



OFFICE OF THE REGISTRAR

The UNIVERSITY of OKLAHOMA

STUDENT REQUEST FOR ACADEMIC REPRIEVE OR RENEWAL

POLICY AND GUIDELINES

In accordance with the policies of the Oklahoma State Regents for Higher Education (OSRHE) and the University of Oklahoma may request **ONE** academic reprieve or renewal if they meet the following guidelines:

Academic Reprieve Guidelines

- Prior to requesting academic reprieve, the student must have earned a GPA of 2.00 or higher with **no grade lower than a "C"** in all regularly graded work (a minimum of 12 hours) excluding activity and performance courses. This coursework may have been completed at any accredited higher education institution.
- The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment. If the reprieve is awarded, *all grades and hours are included during the semester(s) for which a reprieve has been requested*. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester.
- All courses remain on the student's transcript but are not calculated in the student's GPA.
- Coursework with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the coursework may not be used to fulfill credit hour requirements.

Academic Renewal Guidelines

- At least three years must have elapsed between the last semester being renewed and the renewal request or shorter time period as approved by the institution's Chief Academic Officer.
- Prior to requesting academic renewal, the student must have earned a GPA of 2.00 or higher with **no grade lower than a "C"** in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses.
- The request will be for **ALL** courses completed before the date specified in the request for renewal.
- The student must petition for consideration of academic renewal according to institutional policy.
- All courses remain on the student's transcript but are not calculated in the student's GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

INSTRUCTIONS FOR REQUESTING REPRIEVE OR RENEWAL

1. Please work with an Academic Advisor before submitting an Academic Reprieve or Renewal Request.
2. Complete and email this form along with supporting documentation to Academic Records, records@ou.edu. Academic Records reviews the request to verify whether students meet OSRHE Academic Forgiveness guidelines.
3. If OSRHE guidelines are met, Academic Records will forward the reprieve or renewal request to the Director of the Academic Advising Resource Center (AARC).
4. The Director of the AARC will review each request to determine whether the student's academic performance in subsequent terms provides evidence that the student has overcome the previous academic difficulties and is now making satisfactory progress toward a degree.
5. Academic Records will notify the student whether the request is approved or denied upon notification from the Director of the AARC, and will update the student's academic record to reflect the approval of the reprieve or renewal request (if applicable).

NOTE: STUDENTS MAY NOT RECEIVE MORE THAN ONE ACADEMIC REPRIEVE OR RENEWAL DURING THEIR ACADEMIC CAREER. FURTHER, STUDENTS ARE NOT ELIGIBLE TO RECEIVE REPRIEVES OR RENEWALS IF THEY PREVIOUSLY HAD SUCH REQUESTS DENIED AT THE UNIVERSITY OF OKLAHOMA.

REPRIEVE/RENEWAL REQUEST

Select whether you are applying for an Academic Reprieve or an Academic Renewal.

Academic Reprieve

Term(s) Requested for Reprieve: _____

Academic Renewal

Have you received a renewal from another Oklahoma institution?

Yes – Date/Semester Renewal Granted: _____

No – Date/Semester Renewal Requested: _____

Justification for Request

ATTACH ANY ADDITIONAL EXPLANATION AND JUSTIFICATION ALONG WITH SUPPORTING DOCUMENTATION TO THE PETITION.

STUDENT INFORMATION

Full Name: _____ OU ID Number: _____

Address: _____

Phone Number: _____ Email: _____

Student Signature: _____ Date: _____

AARC ACTION

Action: Approved: _____ Denied Deferred

Comments: _____

AARC Director Signature Date