COLUMBUS STATE
OFFICE OF THE REGISTRAR

FRESH START RULE INFORMATION

RLR:prc/Fresh Start Rule/12-06-2016

Submit form update requests to: ootrupdates@cscc.edu

PRESENT THIS FORM IN PERSON TO:

COLUMBUS CAMPUS - STUDENT CENTRAL, UPPER LEVEL, MADISON HALL
DELAWARE CAMPUS - STUDENT SERVICES, MOELLER HALL

OR MAIL/E-MAIL FORM TO:

COLUMBUS STATE COMMUNITY COLLEGE
OFFICE OF THE REGISTRAR
550 EAST SPRING STREET
COLUMBUS, OH 43215
E-MAIL: freshstart@cscc.edu

PLEASE ALLOW UP TO 15 (FIFTEEN) BUSINESS DAYS FROM RECEIPT FOR PROCESSING

The Fresh Start Rule is intended to help a student who was unsuccessful in his or her previous academic attempts. A student who earned below-average or failing grades at CSCC, who leaves and later returns to the College may petition under the Fresh Start Rule to have selected courses in which he or she earned a D, E or U, removed from his or her CSCC academic record. **The following conditions must apply**:

- The student must not have attended the College for a minimum of 24 consecutive months prior to returning to the College for additional coursework.
- Since his or her return, the student must have completed a minimum of 12 credit hours earning grades of C or better or S (satisfactory). The number of credit hours reflecting withdrawals (W or AW) may not exceed the number of credit hours completed at the time the petition is filed. Transfer credit may not be used in meeting the minimum credit hour requirement.
- At the time the petition is filed **all** grades earned since returning to the College must be C or better, audit (R) and/or S.
- Credit earned at another institution may not be applied to the requirements of application of this procedure.
- This procedure may not be applied retroactively upon completion of a certificate program with more than 12 credits or an associate degree at the College. This procedure may not be reversed once applied to the student's record.
- Deletion of the grade of D from the transcript will result in the deletion of credit earned for the course. The student is required to satisfactorily complete the course(s) for which the D grade(s) and credit was deleted in order to reestablish credit for the course(s). At the time the student requests application of this procedure, he or she may choose to exempt specific course(s) for which a grade of D was received.
- Non-traditional credit (N) or proficiency credit (X) may not be subsequently granted for courses deleted from the transcript through this procedure.
- This procedure may be applied only one time for each student.
- This procedure applies only to students who remain actively enrolled in the courses petitioned for deletion through the end of the term. Students whose failing grades were the result of suspending attendance without officially withdrawing and who have extenuating circumstances, may pursue the administrative withdrawal procedure.
- To utilize this procedure, the student must have met all financial obligations to the College.
- The student will receive notification by the Office of the Registrar.

Completed petitions are to be submitted by the student as instructed above for review by the Registrar. Petitions and documentation supporting the application of this procedure will become and remain part of the student's permanent academic file. Approved application of this procedure will result in the failing (E), unsatisfactory (U), and non-exempted below-average (D) grades being deleted from the academic transcript. A notation of (Z) shall appear on the transcript indicating application of this procedure. The student's grade point average will be recalculated accordingly.

Academic Status will be determined according to the standards in effect at the time of the application of this procedure.

In those instances in which the student's petition is denied by the Registrar, the student may appeal the decision by requesting, in writing, a review by an appeals committee. The request must be submitted to the Dean of Enrollment Services. The appeals committee will review the petition, its supporting documentation, and consult with the Registrar. The student may also make a verbal presentation to the committee. Following its review and consideration of this information, the appeals committee will make a decision either sustaining or overruling the Registrar's decision. **The decision of the appeals committee will be final**.

Issues relative to the refunding of fees, effects upon financial aid status, and other related considerations are to be resolved through respective procedures which exist for the purpose of such policy resolution.

In the event the application of this procedure is subsequently discovered to have been based upon erroneous, inaccurate, or untruthful information supplied by student, the deleted grades will be reinstated and the academic status will revert to the original on the transcript. Corrected transcripts will be issued to known recipients, and program and degree completions certified as an outcome of the application of this procedure will be revoked. The student will also be subject to disciplinary action by the College.

COLUMBUS STATE
OFFICE OF THE REGISTRAR

FRESH START RULE FORM

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Submit form update requests to: ootrupdates@cscc.edu

Instructions: Please review the Fresh Start Rule Information prior to completing this petition. If you believe you meet the requirements, please complete the petition and return it, along with any supporting documentation to:

PRESENT THIS FORM IN PERSON TO:

COLUMBUS CAMPUS - STUDENT CENTRAL, UPPER LEVEL, MADISON HALL
DELAWARE CAMPUS - STUDENT SERVICES, MOELLER HALL

OR MAIL/E-MAIL FORM TO:

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Academic Status will be determined according to the standards in effect at the time of the application of this procedure. Office of the Registrar will provide the student written notification of the petition disposition within approximately 15 business days of the Office of the Registrar's receipt of the petition.

PLEASE PRINT CLEARLY

NAME:_____ **COUGARID NUMBER:** _____

ADDRESS:_____ **APT NUMBER:**_____

CITY:_____ **STATE:**_____ **ZIP CODE:**_____

DAYTIME TELEPHONE NUMBER:(_____)_____ **EVENING TELEPHONE NUMBER:**(_____)_____

CURRENT PROGRAM OF STUDY:_____

PROGRAM OF STUDY WHILE PREVIOUSLY ENROLLED:_____

LAST TERM OF ENROLLMENT AT COLUMBUS STATE, PRIOR TO RETURN: TERM:_____ YEAR:_____

COURSES TO BE CONSIDERED FOR DELETION UNDER THE FRESH START RULE: LIST ONLY THE COURSES IN WHICH YOU RECEIVED GRADES OF D, E, OR U.

COURSE NAME (Example: ENGL 1100)	COURSE TITLE (Example: Composition I)	TERM/YEAR TAKEN	GRADE RECEIVED
_____	_____	_____/_____	_____
_____	_____	_____/_____	_____
_____	_____	_____/_____	_____
_____	_____	_____/_____	_____
_____	_____	_____/_____	_____
_____	_____	_____/_____	_____

I certify that the information contained on this petition is true and complete to the best of my knowledge. By signing below I acknowledge that I have read and understand the information contained in the Fresh Start Rule Information attached to this petition and will meet with a Financial Aid advisor if necessary.

STUDENT SIGNATURE (Required):_____ **DATE:**_____/_____/_____

FOR OFFICE USE ONLY Date reviewed: ____/____/____ Petition: ☐ Approved ☐ Denied

Reviewed by:_____ Title:_____

If denied, reason for denial: (Check all that apply)

- ☐ Has not been absent 24 consecutive months.
- ☐ Has not completed a minimum of 12 credit hours since returning.
- ☐ All grades earned since returning to the College have not been a "C" or better, "R" (Audit) or "S" (Satisfactory).
- ☐ Has earned a certificate (of more than 12 credits).
- ☐ Has earned a degree.

Date Received:

If approved: Date notation made on transcript: ____/____/____

Notation on transcript by:_____ Title:_____