

# FRESH START RULE GUIDELINES

**PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE FILING A PETITION:**

The Fresh Start Rule is intended to help students who were unsuccessful in their previous academic attempts. Students who earned below-average or failing grades at Columbus State Community College, who leave and later return to the College may petition under the Fresh Start Rule to have selected courses in which they earned a D, E or U grade, removed from their Columbus State Community College academic record. **The following conditions must apply:**

- The student must **not** have attended the Columbus State Community College for a minimum of 24 consecutive months prior to returning to the College for additional coursework.
- Since returning to the college, the student must have completed a minimum of 12 credit hours. 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 (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.
- The student must complete and submit the Fresh Start Rule Petition to the Office of the Registrar for review. The Registrar will render a decision approving or denying the Petition. The student will be notified of the Registrar's decision via US Mail. Petitions and documentation supporting the application of this procedure will become and remain part of the student's permanent academic record.
- At the time the Fresh Start Rule Petition form is submitted, the student may choose to exempt a specific course for which a grade of "D" was received. Deletion of the "D" grade from the transcript also deletes the course credit earned. To re-establish course credit, the student must re-enroll and satisfactorily complete the course for which the "D" grade, and credit, was deleted.

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.

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 and will not be reversed once applied to the student's record

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. 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.

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 according to current standards.

In those instances in which the student's petition is denied by the Registrar, the student may appeal the decision by submitting a written request to the Office of the Registrar. The Fresh Start Appeals Committee will review the petition and either sustain or overrule the Registrar's decision. **The decision of the Fresh Start Appeals Committee is final.**

In the event the application of this procedure is subsequently discovered to have been based upon erroneous, inaccurate, or untruthful information provided by the 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.

# FRESH START RULE PETITION

**INSTRUCTIONS:** PLEASE READ THE FRESH START RULE GUIDELINES CAREFULLY BEFORE COMPLETING A PETITION. IF YOU BELIEVE YOU MEET THE REQUIREMENTS, PLEASE COMPLETE THE PETITION AND RETURN IT TO:

**PRESENT THIS FORM IN PERSON TO:** **COLUMBUS CAMPUS** - STUDENT CENTRAL, UPPER LEVEL, MADISON HALL  
**DELAWARE CAMPUS** - STUDENT SERVICES, MOELLER HALL

**OR E-MAIL FORM TO:** [freshstart@csc.edu](mailto:freshstart@csc.edu) (USE INTERNET EXPLORER)

**OR MAIL FORM TO:** COLUMBUS STATE COMMUNITY COLLEGE  
OFFICE OF THE REGISTRAR  
550 EAST SPRING STREET  
COLUMBUS, OH 43215

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

**PLEASE PRINT CLEARLY**

**NAME:** \_\_\_\_\_ **COUGAR ID NUMBER:** \_\_\_\_\_

**ADDRESS (INCLUDE APARTMENT NUMBER IF APPLICABLE):** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**DAYTIME TELEPHONE NUMBER:**(\_\_\_\_)\_\_\_\_\_ **EVENING TELEPHONE NUMBER:**(\_\_\_\_)\_\_\_\_\_

**LAST TERM OF ENROLLMENT AT COLUMBUS STATE, PRIOR TO RETURN:** TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_

**LIST ONLY THE COURSES IN WHICH YOU RECEIVED GRADES OF D, E, OR U. PLEASE USE A SEPARATE SHEET FOR ADDITIONAL COURSES IF NECESSARY.**

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

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 Guidelines.

**STUDENT SIGNATURE (Required):**\_\_\_\_\_ **DATE:**\_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR OFFICE USE ONLY** Date reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Petition:  Approved  Denied  Returned to Student

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 by the Office of the Registrar:**

**If approved:** Date notation made on transcript: \_\_\_\_/\_\_\_\_/\_\_\_\_

**If returned:**  All eligible courses not included  Course(s) not eligible