

Guidelines for Completing this Petition

Please read all guidelines carefully before filing this 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, EN 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 12 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 not have earned a certificate of more than 12 semester credit hours or an associate's degree from the college at the time of the petition.
- At the time of petition, 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 consideration are to be resolved through respective procedures which exist for the purpose of such policy resolution.

Process Notes:

- The student must complete and submit the Fresh Start Rule Petition to the Office of Curriculum Management/Registrar (CM/R) via their Columbus State Community College student e-mail account or in-person at Student Central on the Columbus Campus or Student Services on the Delaware Campus. A CM/R administrator will render a decision approving or denying the Petition. The student will be notified of their decision via CSCC student e-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.
- Any D, E, EN or U grades not indicated on the petition when submitted will not be deleted from a student's record. Students should ensure they have ALL relevant below average or failing grades listed on the petition at the time of submission, including those that were later repeated for a passing (A, B, C, or S) grades.
- Approved application of this procedure will result in the failing (E), failing due to Nonattendance/ Nonparticipation (EN), 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 Office of Curriculum Management/Registrar, the student may appeal the decision by submitting a written request to freshstart@csc.edu. 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.**
- Students receiving Federal financial aid: Once your Fresh Start petition is processed, please contact a Financial Aid advisor at CSCC to have your Satisfactory Academic Progress (SAP) status reviewed for any change as a result of this petition
- If your Fresh Start petition is processed, please note that some academic programs may not permit you to repeat certain courses based on individual program requirements and/or accreditation standards.

Instructions

Please read the Petition Guidelines before completing the form information. If you believe you meet the requirements, please complete this form, and save as a PDF. Use your CSCC email account to email it with a photo of your CSCC college photo ID or other photo ID from an official source (state, employment, volunteer, or school) from your CSCC student email address to freshstart@csc.edu. You may send a paper copy of this form with a copy of your photo ID to the mailing address above or submit it in person at Student Central, upper level of Madison Hall room 201 on the Columbus Campus or at Student Services, first floor Moeller Hall, Delaware Campus. Students may view the information needed to complete the questions below in their CSCC Self-Service account.

Name:

Cougar ID:

Street Address:

City:

State:

Zip Code:

Phone:

Student Email Address:

Last Term and Year of Enrollment at Columbus State Prior to Return:

List only the courses in which you received grades of D, E, EN, or U. Please use a separate sheet of additional courses if necessary.

Course Name

Course Title

Term & Year Taken

Grade Received

Before signing below, review the following additional guidelines:

- 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.
- 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.
- It may take up to fifteen (15) business days from receipt for processing.

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: