



KENTUCKY STATE UNIVERSITY

Policies and Regulations

POLICY TITLE:

Academic Renewal

APPLIES TO:

Undergraduate Students

ADMINISTRATIVE AUTHORITY:

Office of the Provost and Vice President for Academic & Student Affairs

Office of the Registrar

Office of Financial Aid

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

POLICY STATEMENT:

Kentucky State University (KSU) recognizes that undergraduate students may leave KSU, grow academically and personally, and later return with a renewed commitment to complete a degree. Academic renewal provides eligible returning students a one-time opportunity to exclude specific semesters of prior KSU coursework from the cumulative grade-point average (GPA) and credit totals used for graduation, while retaining a complete and accurate academic record.

DEFINITIONS:

Academic Renewal

The formal process by which qualifying undergraduate students petition to remove all coursework from designated semester(s) from GPA calculations and earned-credit totals.

Returning Student

A former KSU undergraduate student who has not enrolled at KSU for at least two (2) consecutive academic terms (fall, spring, summer) immediately preceding readmission.

Renewal Semester

Any full academic term, including all summer sessions in a calendar year counted as one term, that a student designates for exclusion under this policy.

PROCESS:

Eligibility Requirements

- The petitioner must be a returning student as defined above.
- After readmission, the student must successfully complete at least twelve (12) credit hours in courses numbered 100 or higher at KSU with a minimum GPA of 2.00 before submitting the petition.
- Academic Renewal may be granted **only once** in an undergraduate student's academic career at KSU.

Petition Procedure

- The student completes the Academic Renewal Petition form and identifies the semester(s) to be excluded.
- The petition is submitted to the Office of the Registrar no later than one (1) calendar year after meeting the 12-credit-hour eligibility requirement.
- The Office of the Registrar verifies eligibility and routes the petition to the appropriate college dean (or designee) for acknowledgement.

Scope of Renewal

- For each renewal semester selected, all courses from that term are excluded from the cumulative GPA and from the total credits applied toward degree requirements, upper-division requirements, and graduation honors.
- The course titles and original grades remain visible on the official transcript, but the affected term(s) will be marked with an academic renewal notation.
- General Education requirements satisfied by a course with a passing grade in an excluded semester may still be considered met, but without awarding credit. Applying such courses toward major or minor requirements needs written approval from the relevant Chair or academic personnel.

Financial Aid and External Considerations

- Academic renewal does not alter historical financial aid eligibility calculations or satisfactory academic progress (SAP) reviews. Students must consult the Office of Financial Aid regarding the impact of Renewal on past or future assistance.

- Other institutions, professional programs, or accrediting bodies may continue to include the excluded coursework when evaluating admissions, licensure, or credentialing.

Final Determination & Record Update

- Once a petition is approved, the Office of the Registrar will record the action in the student information system.
- The student’s official transcript will be updated to reflect the “Academic Renewal – [Term(s)]” notation, and the GPA and credit totals will be recalculated.
- If a petition is denied, the student may appeal the decision to the Provost (or designee) within thirty (30) days of being notified. The appeal must include additional documentation that supports the student’s eligibility.

REFERENCES AND RELATED MATERIALS:

- KSU Undergraduate Catalog – Academic Standing and Graduation Requirements
- Kentucky Council on Postsecondary Education (CPE) Policy on Academic Credit
- U.S. Department of Education – Satisfactory Academic Progress Regulations

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Office of the Provost	(502) 597-6946	Michael.Dailey@kysu.edu
Policy Questions	Office of the Registrar	(502) 597-6234	Yolanda.Benson@kysu.edu
Financial Impact	Office of Financial Aid	(502) 597-5950	finaidmail@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	June 2025	Zach Atwell