



# Office of the Registrar | University of Oklahoma



## Student Request for Academic Reprieve or Renewal

### Procedures:

Step 1: Student should read the reprieve and renewal policies on the reverse side of this form and in the University Catalog before going any further.

Step 2: Student must complete the “Student Request for Academic Reprieve or Renewal” form and submit it, along with any supporting documentation, to the Office of Academic Records. This office will determine whether the student meets guidelines 1 through 3. If the student is not eligible, she/he will be notified by the Office of the Registrar at this point.

Step 3: If the student meets the initial guideline requirements the Office of the Registrar will forward the reprieve or renewal request to the dean of the student’s degree recommending college. The dean will review the student’s request, determine whether the student’s academic performance since the requested semester(s) provides evidence that the student has overcome the previous academic difficulties and is now making satisfactory progress toward a degree. The dean’s office will notify the student whether the request is approved, denied, or deferred.

Step 4: The dean’s office will return the approved form to the Office of the Registrar, which shall be responsible for updating the student’s academic record and appropriate GPA calculations if the appeal is approved.

-----  
**Academic Reprieve Request:**

Term(s) Requested: \_\_\_\_\_

**Academic Renewal Request:**

Have you received a renewal from another Oklahoma institution?

Yes: \_\_\_\_\_ Date/Semester renewed: \_\_\_\_\_

No: \_\_\_\_\_ Date/Semester requested: \_\_\_\_\_

**Justification for request:** (please use additional pages if necessary)

Submitted by: \_\_\_\_\_ I.D.: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

<b>Action:</b>	Approved: _____	Denied: _____	Deferred: _____	Date: _____
Dean’s Signature: _____				
Comments: _____				



In accordance with the policies of the Oklahoma State Regents for Higher Education and the University of Oklahoma a student may request only one academic reprieve or renewal if she/he meets the following guidelines:

### Academic Reprieve Guidelines

1. The student must be currently enrolled as an undergraduate at the Norman campus;
2. At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request;
3. Prior to requesting the 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 course work (a minimum of 12 hours) excluding activity and performance courses. This course work may have been completed at any accredited higher education institution;
4. The request may be for one semester/term or two consecutive semesters/terms. If the reprieve is awarded, *all grades and hours during the enrollment period are excluded from the retention/graduation GPA.* If the student’s request is for two consecutive semesters, the institution may choose to reprieve only one semester;
5. All courses remain on the student’s transcript but are not calculated in the student’s retention/graduation GPA. The hours and grades of reprieved course work are calculated in the cumulative GPA;
6. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements;
7. The student may not receive more than one academic reprieve during his/her academic career. Further, the student will not be eligible to receive a reprieve if he/she has previously had a reprieve or renewal request denied at the University of Oklahoma.

### Academic Renewal Guidelines

8. The student must be currently enrolled as an undergraduate at the Norman campus;
9. At least five years must have elapsed between the last semester requested to be renewed and the renewal request;
10. Prior to requesting the 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 and performance courses. This course work may have been completed at any accredited higher education institution;
11. The request will be for all courses completed before the date specified in the request for renewal;
12. All courses and grades will remain on the student’s transcript but are not calculated in the graduation/retention GPA. The hours and grades of renewed course work are calculated in the cumulative GPA;
13. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements;
14. The student may not receive more than one academic renewal during his/her academic career. Further, the student will not be eligible to receive a renewal if he/she has previously had a reprieve or renewal request denied at the University of Oklahoma.