

OZARKS TECHNICAL COMMUNITY COLLEGE

APPLICATION FOR ACADEMIC FRESH START

Return this application and your written request to:
Office of the Registrar 1001 E. Chestnut Expressway, Springfield MO 65802
Email: registrar@otc.edu Fax: 417-447-6925

OVERVIEW:

Academic Fresh Start will be limited to those cases in which the student's prior record does not reflect his/her current maturity with respect to motivation, attitude and ability. This policy may enable a student to recover from a deficient GPA.

- *Academic Fresh Start* will apply only to OTC coursework. It cannot be applied to transfer credits.
- *Academic Fresh Start* allows the student to select a semester and year prior to the three-year absence. OTC will then apply *Academic Fresh Start* to all OTC coursework prior to and including that semester. Once applied, this coursework cannot be used to meet academic requirements (graduation, certification, prerequisites etc.)
- Coursework included in *Academic Fresh Start* will remain on the student's transcript but will not be calculated into the student's OTC cumulative GPA.

CONDITIONS:

In order to be eligible for *Academic Fresh Start*, the following conditions must be met.

1. *Academic Fresh Start* is granted only once. Once applied, it cannot be undone and students cannot apply again.
2. A student must not have been enrolled in coursework at OTC, excluding Continuing Education courses, for a period of at least three consecutive years, and must have an OTC cumulative GPA of less than 2.00 prior to returning.
3. Prior to applying for *Academic Fresh Start*, the student must re-enroll at OTC and complete 15 credit hours (excluding pass/fail or audited courses) with a GPA of 2.50 or higher.

APPLICATION PROCESS:

Students seeking *Academic Fresh Start* must complete the following steps:

1. Meet with an Academic Advisor prior to submitting this form and get an advisor recommendation.
2. Submit the following documentation to the Office of the Registrar:
 - Completed form along with a written request that includes the following:
 - a. An explanation of how previous grades are negatively affecting future educational goals
 - b. An explanation regarding how your motivation, attitude and ability have changed since returning to OTC.
 - c. Identification of the semester and year you wish to apply *Academic Fresh Start*. If approved, all coursework prior to and including the semester identified will be removed from the OTC Cumulative GPA calculation.

The Office of the Registrar will then verify eligibility for *Academic Fresh Start* and notify the student of the results of that review.

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STUDENT INFORMATION

Please Print the Following Information:

Date of Request: _____

Name: _____

Student ID: _____

OTC Email: _____

Phone: _____

Home Address: _____

City: _____

State: _____

Zip: _____

I have read and understand the Academic Fresh Start conditions and agree to abide by them. I give my permission for the Registrar to review my OTC academic transcript and make changes to my academic record if approved.

Student Signature: _____

Date: _____

Please attach a typed statement answering the following three question:

1. How are your previous grades negatively affecting future educational goals?
2. An explanation regarding how your motivation, attitude and ability have changed since returning to OTC.
3. Identify the semester and year you wish to apply Academic Fresh Start. If approved, all coursework prior to and including the semester identified will be removed from the OTC Cumulative GPA calculation.

ADVISOR RECOMMENDATION

I have reviewed the *Academic Fresh Start* policy with the student listed above, and offer the following recommendation:

_____ I recommend the student pursue Academic Fresh Start

_____ I do not recommend the student pursue Academic Fresh Start

Comments:

Advisor Name (Print): _____ Department: _____

Signature: _____

Date: _____

OTC GPA Prior to return: _____ Credit hours complete Upon Return: _____ GPA _____

Approve: _____ Deny: _____ Signature: _____ Date: _____