

Policy History
<b>Policy No.</b> ST12
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> May 29, 2023

## Academic Renewal Procedure

### A. DEFINITIONS

1. **Academic Advisor:** University staff that are available to guide students in selecting and planning effective programs of study for credential completion, career training and university transfer through individual appointments, as well as to provide referrals to other members of the university community.
  
2. **Grade Point Average (GPA):** A weighted average calculated by multiplying the grade points for a course by the number of semester credit hours assigned to that course, adding those values for a set of courses, and dividing the result by the total number of semester credit hours for those courses. A separate GPA is calculated for each academic level that includes only courses designated at that academic level. The transcript will reflect each level separately if appropriate.
  
3. **Institutional Cumulative Grade Point Average (Institutional CGPA):** The GPA calculated for all courses taken at KPU.

### B. PROCEDURES

1. **Roles & Responsibility**
  - a. The Office of the Registrar is responsible for:
    - i. Receiving requests for academic renewal eligibility,
    - ii. Consulting with the appropriate Graduate Studies Committee on requests relating to graduate studies.
  - b. The Registrar or designate is responsible for:
    - i. Reviewing academic renewal requests for eligibility and issuing a decision.

## 2. Eligibility

- a. A student who meets all of the following criteria may apply in writing to the Office of the Registrar ([registrar@kpu.ca](mailto:registrar@kpu.ca)) to have grades earned for all courses taken previously at KPU (including those for which a passing grade was earned) removed from their Institutional CGPA:
  - i. student has not been registered in classes at KPU for a minimum of two (2) years since their last term of study,
  - ii. student had an Institutional CGPA of less than 2.00 at the end of the last term of attendance, and
  - iii. student's request is accompanied by an Academic Renewal Plan, endorsed by an Academic Advisor.

## 3. Conditions

- a. Academic renewal will only be granted once.
- b. Courses that have been excluded from Institutional CGPA calculation as a result of an approved academic renewal request cannot be used to meet admission requirements, pre-requisite requirements or to fulfill graduation requirements.
- c. Students who have graduated are not eligible for academic renewal.
- d. The decision of the Registrar or designate will be final.

## 4. Process

- a. Prior to requesting academic renewal, students will consult with an Academic Advisor and establish an Academic Renewal Plan that will help them successfully complete their academic goals at KPU. The following additional resources are also available to help students succeed at KPU:
  - i. [Current Students, Programs & Courses | KPU](#)
- b. To request academic renewal, a student must apply in writing to the Office of the Registrar ([registrar@kpu.ca](mailto:registrar@kpu.ca)) at the time of re-admission to the University or within the first semester of returning to the University.
- c. Once the Registrar or designate grants an academic renewal request, the grades assigned for all courses taken at KPU in the term(s) specified (including those for which a passing grade was earned) will no longer be used in calculating Institutional CGPA. The courses and grades will remain on the student's permanent academic record and will appear on unofficial and official transcripts, with a note that academic renewal was approved.
- d. Other post-secondary institutions may or may not recognize Academic Renewal, and may include courses approved for Academic Renewal at KPU in GPA calculations when determining eligibility for transfer from KPU.

## **C. RELATED POLICIES**

IM8 *Privacy*

ST12 *Academic Renewal*