



Office of the Registrar

## REQUEST FOR ACADEMIC RENEWAL

A student who has switched graduate programs at John Jay may petition for Academic Renewal. Under Academic Renewal, grades for courses that do not apply to the new graduate program will remain on a student's transcript but will not figure into a student's overall GPA.

To petition for Academic Renewal, students must complete a Request for Academic Renewal application, available from Jay Express. Students must specify all courses that do not apply to their new program and must obtain approval from the director of their new program. **Academic Renewal may be granted only once during a student's academic career and, once granted, is irrevocable.** Courses and grades forgiven under academic renewal cannot be counted toward a degree program.

Student Name: \_\_\_\_\_ (Print)      EMPLID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_      Email: \_\_\_\_\_

Previous Graduate Program: \_\_\_\_\_

Current Graduate Program: \_\_\_\_\_

**Courses to be excluded from current degree program:**

Count	Course # and Title	Semester Taken	Grade	Credits
1.				
2.				
3.				
4.				
5.				

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

Current Program Director: \_\_\_\_\_

Current Program Director's Signature: \_\_\_\_\_      Date: \_\_\_\_\_