



**ACADEMIC RENEWAL FORM**  
**UNIVERSITY OF SOUTH FLORIDA**  
**OFFICE OF GRADUATE STUDIES**

Website: [www.usf.edu/graduate-studies/about-us/contact-us.aspx](http://www.usf.edu/graduate-studies/about-us/contact-us.aspx)

#### PURPOSE

Academic renewal is the process whereby degree seeking students may request that previously completed courses not be counted in the calculation of their cumulative USF grade point average (GPA) when they change majors or degree level. The Academic Renewal form is for students who went through Office of Admission process for degree level change or applying to new major.

#### POLICY

When a student changes majors or degree levels, the GPA for this new major/degree level will exclude courses taken for previous majors or degree levels, unless faculty approve the course(s) for application of internal credit toward the requirements for the new major or degree level. *Academic Renewal* will only be applied to the degree seeking student's record one time, per degree level, at USF and may affect the student's financial aid, Tuition Assistance, use of Veterans Educational Benefits, or student visa status. On the transcript, the grades for the courses taken for a previous major are noted to indicate that the grade points for that course have been excluded from the GPA for the current major or degree level that the student is enrolled. *Academic Renewal* is not an option for students to use to eliminate a poor grade in a course. Refer to the Grade Point Average section for information on Grade Forgiveness. Refer to the [Academic Renewal Policy \(USF 10-075\)](#) for full and specific information.

#### INSTRUCTIONS

For assistance, please go to the Graduate Major Contact Information site at [http://www.grad.usf.edu/programs/search\\_all.php](http://www.grad.usf.edu/programs/search_all.php).

- Student completes Section I and submits the form to their advisor in the current major.
- The advisor in the current major completes Section II
- The Office of Graduate Studies completes Section IV for final review and approval/disapproval

#### INTERNATIONAL STUDENTS

**INTERNATIONAL STUDENTS:** Students with an F1 visa must submit this form to OIS via iStart to obtain their signature. DO NOT PROCEED WITH THIS WRITTEN REQUEST unless you have obtained the OIS signature on your form. Information about contacting OIS is available at <https://www.usf.edu/world/international-services/about-us/contact-us.aspx>.

**OIS ADVISOR:** A written approval letter on letterhead from OIS may be attached to the petition if special circumstances are to be considered.



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<b>International Student?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No OIS Approval Signature: _____
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**SECTION 1: STUDENT INFORMATION**

Last Name		First Name		USF ID#
Email		Phone Number		
Previous major:	College	Major	Concentration (if appl.)	Degree Code
Current major:	College	Major	Concentration (if appl.)	Degree Code
<b>NOTE:</b> Academic Renewal will only be applied to the degree seeking student's record one time, per degree level, at USF and may affect the student's financial aid, Tuition Assistance, use of Veterans Educational Benefits, or student visa status.				
Student Signature		Date		

**CURRENT MAJOR**

**NOTE:** Unofficial USF Transcripts with the courses to be transferred into the current major denoted with a check  must be attached. Course not checked off will be excluded from the current program's GPA. Courses cannot be from a closed degree unless it is for PhD Application of Credit.

Course	Date	Sem. Hrs.	Grade	Course	Date	Sem. Hrs.	Grade

Current Graduate Director/Advisor Name	Signature	Date
Current College Dean/Designee Name	Signature	Date

**OFFICE OF GRADUATE STUDIES APPROVAL**

<input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Comments Attached	Graduate Studies Associate Dean/Designee Signature	Date
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**FOR OFFICE OF THE REGISTRAR USE ONLY**

Processed by:	Name	Signature	Date
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