

Academic Renewal Policy

Executive Sponsor:
Provost's Office

Responsible Office:
Deans' Offices
Registrar's Office

Originally Issued:
5/1/2026

Revised: N/A. New Policy.

I. Policy Statement

Undergraduate students who have not attended the University for at least two calendar years may request academic renewal upon readmission. During the same term as readmission, a student seeking academic renewal must complete an Academic Renewal Form. A maximum of four (4) courses with grades less than a grade of C may be excluded from their GPA; however concurrent lecture and labs will count as a single course under this policy (even if they are listed as separate courses on the transcript). Courses that have been excluded from the GPA calculation cannot be applied toward completion of degree requirements. All courses and grades continue to appear on the transcript, including the original grade earned in that course. Credit hours of excluded courses are not calculated into the total hours attempted/earned or the GPA. The courses with excluded grades on the transcript will be designated with an E, and the transcript key will explain that E means the course grade has been excluded from the GPA and earned hour calculations, yielding an amended GPA. A comment also will be added to the transcript indicating that the student received academic renewal and the date.

II. Reason for Policy

This policy provides an opportunity for students who stepped away from the University after academic difficulties to be able to re-enroll and recover their GPA without the burden to overcome a low GPA upon readmission.

III. Entities Affected by This Policy

- All undergraduate students enrolled at The University of Scranton
- Academic Affairs
- Registrar's Office

IV. Website Address for this Policy

https://www.scranton.edu/academics/provost/academic_policies.shtml

V. Related Documents, Forms, and Tools

- Academic Catalog
- Academic Renewal Form

VI. Contacts

- College of Arts and Sciences Dean's Office
570-941-7560

- Kania School of Management Dean's Office
570-941-4208
- Leahy College of Health Sciences Dean's Office
570-941-6305

Additional Contacts:

- Office of the Registrar
(570) 941-7721
registrar@scranton.edu
- Financial Aid Office
(570) 941-7701
finaid@scranton.edu
- Office of the Provost and Senior Vice President for Academic Affairs
(570) 941-7520
provost@scranton.edu

VII. Definitions

- Academic Renewal: Certain grades will appear on the transcript but will not count toward degree requirements or the student's GPA
- GPA: Grade point average

VIII. Responsibilities

- Students: Apply for Academic Renewal in the term following readmission
- Dean's Office: Approve Academic Renewal application
- Registrar's Office: Designate courses excluded from GPA calculation on the transcript and recalculate GPAs
- Academic Affairs: Communicate policy and ensure consistent application.

IX. Procedures

1. Student gets required signatures on Academic Renewal application and turns it into the Office of the Registrar.
2. Upon receipt of the Academic Renewal application, the Registrar's Office excludes the approved courses from the GPA calculation, blocks application of the courses toward degree requirements and calculates the new GPA.