



Application for Academic Fresh Start

Student Information:

_____ Last Name	_____ First Name	_____ NJCU Student ID Number
_____ Telephone Number	_____ NJCU Email Address	_____ Major

STUDENT RESPONSIBILITIES IF APPROVED

- Upon returning to New Jersey City University (NJCU), I understand I will be placed on academic probation until the completion of 15 credits with no grades earned below "C".
- I understand I can withdraw from a course only with permission granted from the reviewer of this form.
- I understand appeals can be made to the appropriate Dean and then to the Provost.
- I understand tutoring and other support services are available on campus and I will reach out to the departments as needed.
- I must follow up with the reviewer of this form upon completion of the 15 credits with no grades earned below "C" to be removed from academic probation.
- I understand it is recommended that I attend a workshop sponsored by the Counseling Center. Times and locations are available on the Counseling Center website found [here](https://www.njcu.edu/student-life/campus-services-resources/counseling-center) or by visiting: <https://www.njcu.edu/student-life/campus-services-resources/counseling-center>

I have reviewed the above information and the guidelines of the Academic Fresh Start policy outlined on the second page of this form and agree to the Academic Fresh Start policy.

Student Signature

Date

For Dean's Office Use Only:

ACADEMIC FRESH START ELIGIBILITY:

1. Has the student been separated from NJCU for one year or more? ☐ Yes ☐ No
 2. Has the student demonstrated the potential for success by having completed 12 credits or more with a cumulative grade point average of 2.5 or better at another institution or received an associate degree from a Community College? ☐ Yes ☐ No
 3. If yes, what institution did the student attend and attach a copy of the transcript?

 4. How many transfer credits did the student earn after leaving NJCU? _____
 5. Did the student earn an Associate's Degree (AA or AS)? ☐ Yes ☐ No
 6. What was the student's cumulative grade point average after leaving NJCU? _____
 7. Does the student meet the Academic Fresh Start requirements? ☐ Yes ☐ No
- Preliminary review performed by: _____

Reviewer Signature

Date

Academic Fresh Start Guidelines

Academic Fresh Start facilitates the return to New Jersey City University (NJCU) of students who left because of academic difficulty. The policy addresses students who wish to return to the university after having attended another academic institution for one or more year(s). Students must have demonstrated the potential for success by having completed 12 or more credits with a minimum cumulative grade point average of 2.50 at another institution or must have received an Associate's Degree from a community college.

1. Academic Fresh Start may be granted one time and only for courses taken at NJCU.
2. An undergraduate student must be separated from the NJCU for a minimum of 12 months.
3. Current students readmitted into NJCU after a 12-month separation are eligible for Academic Fresh Start.
4. Application for Academic Fresh Start must be submitted to the appropriate Dean's Office of your major program by July 1st for students readmitted for the forthcoming Fall semester or by November 1st for students readmitted for the forthcoming Spring semester.
5. Upon return to NJCU, a readmitted student will be placed on academic probation until the completion of 15 credits with no grades earned below "C". The student can withdraw from a course only with the permission of the reviewer of this form and the Dean.
6. Appeals may be made to the appropriate Dean and then to the Provost.
7. Courses omitted from the recalculation will remain on the transcript and will be indicated by a double asterisk (**). Approved courses/grades will not count towards completion of degree requirements. Up to 30 credits may be omitted prior to recalculation (subject to departmental policies). Only courses with a grades earned lower than "C" will be eligible for omission.
8. "W" grades or withdrawn courses will remain on the transcript.
9. An academic probation contract with the Dean's Office is required prior to registration.
10. Financial aid policies are independent of the Academic Fresh Start Policy.

For more information on the Academic Fresh Start Policy, please click [here](#) or visit: <https://catalog.njcu.edu/undergraduate/academic-requirements-policies-procedures/academic-fresh-start-policy/>

Academic Fresh Start Course Request Form

Last Name

First Name

NJCU Student ID Number

Telephone Number

NJCU Email Address

List courses below you are requesting for consideration of Academic Fresh Start grading.

Note: a maximum of 30 credits can be requested and only courses with grades earned below "C" will be considered.

Course Dept.	Course Catalog Nbr.	Course Title	Semester Taken	Course Credits	Grade Earned

Student Signature

Date

For Dean's Office Use Only:

___ Approved

___ Not Approved

Name of Dean (Type or Print)

Dean's Signature

Date

For Registrar Office Use Only:

Received By (Type or Print Name)

Date

Processed By (Type or Print Name)

Date