

DELAWARE
TECHNICAL  **COMMUNITY**
COLLEGE

Georgetown | Dover | Stanton | Wilmington

Georgetown Dover Stanton Wilmington

Request for Fresh Start

Instructions: This form is to be completed by students in collaboration with the department chairperson/advisor when the student identifies he/she has met the eligibility requirements for the Fresh Start Policy. Each item must be completed for the Dean of Instruction review.

Date _____ Student ID _____

Name _____

Academic Program _____ Advisor _____

Student E-mail Address _____

**** Student and Advisor Complete this Section ****

The above student has met the eligibility criteria for Fresh Start.

1. Student has not attended Delaware Tech for a minimum of five full semesters (not including summer). For example, a student who was last enrolled in fall 2012 would be eligible to begin a fresh start in fall 2015.

- Readmission date (semester and year): _____
- Previous last attended date (semester and year): _____
- Total time not attending (5 full semesters or more): yes no

2. Student credit and GPA requirements since readmission date are met:

- Number of college-level credits completed, 12 or greater: _____
- GPA 2.00 or greater: _____

3. Identify course(s) that will **NOT** apply toward graduation.

- Attach web transcript
- Designate course(s) prior to readmission that do not apply toward graduation with an asterisk to exclude from cumulative GPA calculation.

Advisor read and sign: The student and I have reviewed the Fresh Start policy and agree that the eligibility requirements for Fresh Start have been met. The student's web transcript is attached.

Advisor signature and date: _____

Student must read, initial each statement, and sign below.

I agree the above information is correct, and I understand that:

- _____ I am currently enrolled in a program and have not previously earned a degree (associate, diploma, or certificate at Delaware Tech.
- _____ All passing and failing course grades (A, B, C, F, R, U, D, and P) that I earned prior to returning to the college will be excluded in my cumulative GPA calculation *unless a course or courses are required for graduation in my current program.*
- _____ Excluded courses cannot be used to fulfill graduation requirements for future programs.
- _____ No grades or courses will be removed from my historical transcript and my GPA may be recalculated at other schools to which I may apply.
- _____ A Fresh Start may not favorably impact my GPA.
- _____ A Fresh Start has no impact on financial aid maximum credits allowed.
- _____ Fresh Start is granted only one time and is irrevocable.

Student signature and date: _____

**** Dean of Instruction (or designee) Approval Section ****

Fresh Start Action: Approved _____
Denied _____

Comments: _____

Dean of Instruction or designee signature Date

Fresh Start Action:

VP for Academic Affairs signature and date: _____

Entered in Banner on _____ that Fresh Start process was completed.

Registrar signature: _____