

SF FRESH START REQUEST

Santa Fe College's Fresh Start policy (College Rule 4.2 and Procedure Rule 4.2P) enables students to apply to exclude a portion of their academic record, which is at least five years old, from their cumulative grade point calculations at Santa Fe College.

Fresh Start requests must be submitted to the Office of the Registrar. The SF Fresh Start request form must be accompanied by a typed statement explaining the past academic performance and the intended outcome of the fresh start. The student must, if not already on file with SF, include final, official academic transcripts from all educational institutions attended with their request for a SF Fresh Start.

Fresh Start Guidelines:

- SF Fresh Start includes the **entire** academic record (grades from Santa Fe College and transfer courses) **starting with** the term and year specified by the student and back, which must be at least five years prior to the current term. Courses that have been processed for SF Fresh Start will be notated as such on the student's academic transcript.
- SF Fresh Start is a one-time, final and irrevocable privilege. Subsequent requests for terms that later become five years old will not be considered.
- Students may not request that specific courses be excluded or included in the Fresh Start request. All semesters at SF or other institutions prior to the term identified in the application will be excluded from cumulative grade point average calculations at SF. Therefore, it is in a student's best interest to consider carefully the term and prior record for which SF Fresh Start is sought.
- SF Fresh Start will not remove courses from the student's academic record, it only excludes them from cumulative grade point average (GPA) calculations at SF. Therefore, state and federal regulations concerning course attempts will still apply. For example, if a student has three or more attempts at the same course, state regulations mandate that the student be assessed full cost of instruction and not be permitted to withdraw from the course.
- SF Fresh Start does not bypass state and federal financial aid regulations. The academic record impacted by SF Fresh Start is not excluded from state, federal, and SF Financial Aid policies. As such, SF Fresh Start applicants who are ineligible for Financial Aid remain so even after granted an SF Fresh Start. Students should consult with an SF Financial Aid Specialist prior to requesting an SF Fresh Start.
- Students should be aware that some colleges or universities may not honor SF Fresh Start and may compute the grades as originally assigned.



SF FRESH START REQUEST

Student Name: _____ Student ID: _____

Phone: _____ SF Email Address: _____

ACTION REQUESTED

I request that **all** my Santa Fe College **and** transfer courses **starting with** the term and year indicated below and back, be excluded from cumulative grade point average calculations at Santa Fe College.

Select Term: Spring Summer Fall Specify Year: _____

ADVISOR SIGNATURE

Assigned Advisor Name: _____ Program: _____

Assigned Advisor Signature: _____ Date: _____

Advisor Comments: _____

STUDENT SIGNATURE

By signing this document, I certify that all information submitted is complete and accurate. I certify that I have met with my assigned advisor and have read and fully understand the SF Fresh Start guidelines. I also understand my documentation is subject to verification by the Office of the Registrar, and in cases where submitted documentation is forged, tampered with or otherwise fraudulent, I may face criminal and/or disciplinary actions in accordance with applicable Federal and State laws, college policy and/or the Student Conduct Code.

Student Signature: _____ Date: _____

OFFICE USE ONLY

___ Approved ___ Denied (Reason code: _____) Authorization: _____ Date: _____

Notes: _____

