



Santa Fe College Rules Manual

Title:	SF Fresh Start	Procedure 4.2P
Based on	Rule 4.2	Part A
Effective Date:	April 11, 2022	

I. Fresh Start Application

SF Fresh Start enables students or applicants to apply to exclude a portion of their academic record, which is at least five years old, from their cumulative grade point calculations at SF. Fresh Start includes the entire academic record prior to a term that is specified by the student, including grades for transfer courses. Courses that have been processed for Fresh Start will be notated as such on the student's academic transcript.

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 (with an Academic Advisor's assistance) the term and prior record for which Fresh Start is sought.

Students must complete a Request for SF Fresh Start application in order to initiate this process. The student must, if not already on file with SF, ensure that all official final academic transcripts from all educational institutions attended are on file with the College before their Request for SF Fresh Start is submitted. Students may access and complete the Request for SF Fresh Start application through the student eSantaFe portal under "Documents" or as otherwise directed by SF in writing. In order for the application to be considered, the student must meet with the program-specific advisor for the degree or certificate sought and obtain the signature of the advisor on the application.

II. Compliance with Laws and Regulations

Since Fresh Start will not remove courses from the student's academic record (it only excludes them from cumulative grade point average calculations at SF), state/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 after the 100% refund deadline for the course.

III. No Impact on Financial Aid

Fresh Start does not bypass state and federal financial aid regulations. The academic record impacted by Fresh Start is not excluded from state, federal, and SF Financial Aid policies. As such, Fresh Start applicants who are ineligible for Financial Aid remain so even after granted a Fresh Start. Students should consult with an SF Financial Aid Specialist prior to requesting a Fresh Start.

IV. Limited to SF

Fresh Start requests that are approved by SF are honored by SF. SF may choose not to honor fresh start or other forms of academic amnesty granted by other educational institutions. Fresh Start granted by SF may not be honored by other educational institutions.

V. Fresh Start Review

The Fresh Start Review Committee shall consist of the College Registrar. The committee is responsible for reviewing each application and making a determination as to whether or not a Fresh Start should be granted. The Registrar will arrange for notification to the student as to whether the application is granted or denied.

VI. Appeals

A student may appeal a Fresh Start Review decision to the Vice President for Student Affairs. The student must submit the appeal within 10 business days of the date of the decision notification. The appeal should be in writing and explain the student's reasoning for why they think their application should be granted. The Vice President for Student Affairs will notify the student of their decision within 10 business days of receiving the appeal. This decision is final.



Santa Fe College Rules Manual

Title:	Awards and Recognition	Procedure 4.2P
Based on	Rule 4.2	Part B
Effective Date:	April 11, 2022	

Santa Fe College grants awards and recognition to students who achieve academic excellence as follows:

Dean's List

Santa Fe College's Dean's List is an academic distinction used to recognize the highest level of scholarship demonstrated by students who meet eligibility requirements. Students are eligible for the Dean's List in the fall, spring, and summer semesters. To qualify, a student must be enrolled in a Vocational Certificate, Associate's, or Bachelor's degree program, enroll full time, and have a minimum 3.5 grade point average for the semester.

The Office of the Registrar is responsible for maintaining a list of students who meet Dean's List requirements and ensuring that this achievement is noted on students' official transcript or other appropriate records. The Office of the Vice President of Student Affairs is responsible for ensuring that a letter is sent to each student who earns this achievement in recognition of their academic excellence.