Contra Costa Community College District

Date Stamp & Operator Initials

☐ Contra Costa College ☐ Diablo Valley College ☐ Los Medanos College

Petition for Academic Renewal

You must use blue or black ink to fill out this form.

Student Name_____ Student ID_____
Last First MI

Email Address_____@insite.4cd.edu Phone #_____

Courses to be renewed	Term	Courses to be renewed	Term

Policy for Academic Renewal:

Substandard grades may be disregarded if they are not reflective of a student's demonstrated academic ability. In order to request Academic Renewal the student must fill out this form and follow the directions below. If Academic Renewal is approved, the student's permanent record will be noted with Academic Renewal comments and the units will be removed. The renewed course(s) will not be removed from the record, as the district is required to show the student's complete and accurate academic record.

1. Only substandard grades will be renewed
2. You must not have received any D's, F's or NC/NP since the substandard work (minimum 2.0 since substandard work)
3. Up to 30 units may be renewed; district courses can be combined up to the maximum of 30 units, however each college will adjust their own work.
4. Courses that have already been removed from GPA by course repetition will not be renewed.
5. You must complete either:
   a. Nine units of work with a 3.5 cumulative grade point average;
   b. 12 units of work with a 3.0 cumulative grade point average;
   c. 15 units of work with a 2.5 cumulative grade point average; or
   d. 20 units of work with a 2.0 cumulative grade point average.

   The unit count begins the semester after the last substandard grade was received. The course work upon which the application for alleviation is based may have been completed within the Contra Costa Community College District or any other regionally accredited college or university, including upper division coursework.

Procedure to petition for Academic Renewal:

- Fill out and sign the district form
- Obtain college counselor approval
- Turn the completed form into any college within the district. If you are using non-district courses to qualify for the units (see item #5 above), official transcripts must be on file in Admissions & Records prior to submitting Academic Renewal. In-progress semesters cannot be included.

I understand the above regulations and I meet the qualifications for Academic Renewal.

Student Signature_____ Date_____

Counselor Signature_____ Date_____

Note: Counselor signature is <u>required</u>.

Official Use Only: **Approved**_____ **Denied**_____

Comments: _____

Posted to Record: _____ Date_____