Admissions & Records Petition
Academic Renewal
(REQUEST TO DISREGARD PREVIOUS WORK)

Petition refers to: Fall 20____ Spring 20____ Summer 20____

Student Name
_________________________________________________________________
Mailing Address
City                     State                     Zip
_________________________________________________________________

COURSE(S) TO BE DISREGARDED:
Course_________________________Semester/Quarter__________Year 20____College_____________________

Rec'd By _______________ Date _______________

Signature ___________________ Date _______________ Telephone No. __________________

Admissions and Records Director or designee Approve? □ Y □ N Entered in Banner? □ Y □ N
Notification Email □ Y □ N (initials/date) __________________

Comments: ____________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Academic Renewal Information and Instructions

See the Section on Academic Renewal in our catalog for complete information.

Requirements to qualify for Academic Renewal:

1. Students may petition for the elimination of up to thirty (30) units of clearly substandard coursework (grades of D or F) in the calculation of their GPA, provided:
   a) those courses were taken **three or more semesters** (not including summer session) prior to petitioning, and
   b) at least 15 units with a grade of "C" or better have been completed at an **accredited post-secondary institution** subsequent to the coursework to be alleviated.

The permanent academic record will be coded to indicate that the original grades **will not be reflected in the grade point average** (GPA); however, the courses will remain on the permanent record.

Courses eliminated under this policy (including grades of “D” and below **may not be applied toward any degree or certificate requirement**. Official transcripts are required for subsequent coursework submitted from accredited post-secondary institutions other than Solano Community College.

Once course elimination is processed, academic renewal will result in the affected classes no longer affecting the GPA. However, all grades **will remain on transcripts**.

Academic renewal does not allow a student to repeat courses they have already repeated the maximum number of times.

Instructions:

1. Complete form
2. Submit to Admissions and Records
3. Admissions and Records will review and email student's copy to their SCC email within ten (10) business days.
4. If approved Admissions and Records will process in Banner causing change to be reflected on student's transcripts.
5. Admissions and Records will post copy to student’s permanent record.