

PLEASE PRINT

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



Rec'd By _____
Date _____

Petition refers to: Fall _____ Spring _____

Summer _____

Student Name

Date of Birth

Mailing Address

SCC Email Address

City State Zip

SCC ID#

COURSE(S) TO BE DISREGARDED:

Example: Course: Math 011 Course Title: Elem. Stats Units: 3.0 Semester: Fall 2017

Course _____ Course Title: _____ Units: _____ Semester _____

Course _____ Course Title: _____ Units: _____ Semester _____

Course _____ Course Title: _____ Units: _____ Semester _____

Course _____ Course Title: _____ Units: _____ Semester _____

Course _____ Course Title: _____ Units: _____ Semester _____

Signature

Date

Telephone No.

OFFICE USE ONLY

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 **two 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.