

PETITION FOR ACADEMIC RENEWAL

There are two forms of Academic Renewal:

TERM RENEWAL: A student may petition for the academic renewal of a maximum of three terms of substandard coursework which is not reflective of the student's demonstrated ability. To be eligible for this form of academic renewal, the following criteria must be met:

- 1) a period of two years has elapsed between the time of the petition and the date of the course work to be renewed and,
- 2) subsequent to the semester(s) being renewed, the student must complete either at Gavilan or another college
 - 30 or more units with a grade point average of 2.00 **or**
 - 24 units with a grade point average of 2.50 **or**
 - 18 units with a grade point average of 3.00

COURSE RENEWAL: The second form of academic renewal is when the student repeats, at another college, the Gavilan course for which a substandard grade has been received.

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If requesting academic renewal based on work completed at another college, current transcripts from those colleges must be on file in the Admissions and Records Office before this petition can be reviewed. No grade or course will be removed from the student's permanent academic record. However, the Gavilan record will be annotated to indicate that the coursework for that term is not computed in the grade point average. Subject completion, but not unit value, will be allowed for any course completed satisfactorily in the term(s) to be renewed for the purpose of satisfying requirements for a certificate or degree. All work, including academic renewal semesters, will be computed in determining honors (3.50) at graduation. A copy of the amended record will be mailed to the student at the address listed below.

- Name _____ SSN or Gavilan ID # G00 _____
- Other Name Used on Gavilan Records _____
- Current Mailing Address _____

Street

City _____
State _____
Zip Code _____
Phone _____

• **TERM RENEWAL** - Terms to be Renewed:

1) Term _____ Yr _____ 2) Term _____ Yr _____ 3) Term _____ Yr _____

• **COURSE RENEWAL** - Course to be Renewed:

- List colleges where you completed the coursework you wish to be considered: _____

- Student's Signature _____ Date _____
- Counselor's Signature _____ Date _____

APPROVED DENIED REASON DENIED _____

Petition Reviewed By _____ Date _____

Record Amended By _____ Date _____