



Office Use Only		<input type="checkbox"/> Veteran
Received:	Date:	By:
Processed:	Date:	By:

Academic Renewal Petition

Please review the reverse side of this document and complete the petition below:

Student Information

Name	Student ID
Address	Date of Birth
City	Phone
State	
Zip Code	

AA/AS Major or Transfer Major/School: _____ Email _____

Reason for Petition (Choose Only One):

Indicate which Academic Renewal option you are seeking below. **Please see a counselor prior to submitting this form to ensure that you meet all requirements and have reviewed all options.** (See second page of petition for requirements) **You will be locked into the option you select for future academic renewal purposes.** Official transcripts from **ALL** colleges attended **MUST** be on file **PRIOR** to committee review.

_____ **Option I:** A maximum of any 24 units of substandard coursework (D or F only) may be alleviated. This option may be approved twice, for a total of 24 units. (Please indicate courses below or use a separate paper if additional space is required)

Semester/Year	Course (ex: Art 120)	Grade Earned	# of Units	Approved/Denied

_____ **Option II:** Two complete semesters at GCCCD in which the semester GPA is below a 2.0 may be alleviated. (When this option is selected, all grades, whether substandard or passing, will be used in calculating the GPA and will be alleviated in the chosen semester at both campuses in the Grossmont Cuyamaca Community College District.)

Semester	Year	Approved/Denied

Counselor's Signature (Required): By signing below I acknowledge that I have met with the above named student and have reviewed the criteria and options for academic renewal.

Print Name	Signature	Date
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Please initial:

_____ I acknowledge that this action cannot be reversed and I can be granted Academic Renewal only twice among all educational institutions attended.

Student's Signature	Date
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

For Office Use Only

Action: Approved Disapproved No Action Tabled

Authorized Signature	Date
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Additional Comments

Cuyamaca College Petitions Review Committee

The Petitions Committee is composed of representatives from the following areas: Instructional Faculty, Counseling Faculty, Admissions and Records personnel, and Administrator of Admissions and Records. The purpose of the Petitions Committee is to review requests from students for interpretation of rules, regulations and policies.

The Committee cannot overturn, ignore, or change existing laws and regulations. The Committee also cannot rule on instructional matters that involve disputes between students and faculty. These issues should be directed to the appropriate department chair.

In compliance with Title 5 Regulations, a student's petition for academic renewal of substandard academic performance will be considered under the following conditions:

- At least one year has elapsed since the end of the semester of the most recent substandard grade(s) and/or the end of the semester to be alleviated, **AND** the student has completed at least 15 semester units of coursework with at least a 2.0 Grade Point Average (GPA) at a regionally accredited post- secondary institution. All courses taken subsequent to the semester/session in which the student reaches or exceeds the 15 semester unit minimum will be used in computing the GPA. Units completed with "P" (Pass) grades will not count toward fulfillment of this requirement.
- Academic renewal cannot be used to set aside coursework which has been used to meet degree, certificate or certification requirements.
- Academic Renewal does not provide an exception to the course repetition policy.
- Prior Academic Renewals from Grossmont-Cuyamaca Community College District and other institutions will be taken into account when determining eligibility.

Procedure:

1. The student must formally request a review of substandard work to be alleviated. The Petitions Committee shall review all requests for academic renewal. The committee will determine if all criteria have been met and determination by the committee shall be final.
2. When such action is taken, the student's permanent academic records shall be annotated so that it is readily evident to all users of the record that no work taken during the alleviated semester(s), even if satisfactory, may apply toward degree requirements or the grade point average. However, all work will remain on the record insuring a true and complete academic history. Academically renewed courses will still be counted as attempted units and some restrictions will apply for Financial Aid and Veteran students who are receiving benefits through these services.

Additional Comments key:

1. Please provide documentation to support your statements.
2. See a counselor to review academic policies/educational planning.
3. The Committee cannot rule upon your petition until you submit official sealed transcripts.
4. Your records indicate that you do not meet the requirements for Academic Renewal. Please refer to the criteria in the College catalog.
5. You did not comply with the Committee's request.
6. Please clarify your request.
7. No petition needed.
8. "W" and "P/NP" are not eligible for academic renewal consideration on an individual basis.