

**ACADEMIC RENEWAL POLICY  
DISTRICT RULES AND REGULATIONS 7.35  
Updated Sept. 2013**

Up to 36 semester units of substandard course work (i.e., D+, D, D-, F and NP) which are not reflective of the student's current demonstrated scholastic ability may be alleviated and disregarded in the computation of the grade point average under the following conditions.

- 1. A period of at least one year must have elapsed since the work to be alleviated was completed; and**
- 2. The student seeking alleviation must have completed either**
  - 9 units of work with a 3.5 cumulative grade point average, or**
  - 15 units with a 3.0 cumulative grade point average, or**
  - 21 units with a 2.5 cumulative grade point average, or**
  - 24 units with a 2.0 cumulative grade point average since the work to be alleviated was completed; and**
- 3. The substandard course work to be alleviated must have been taken at Cañada College, College of San Mateo, or Skyline College; however, the course work upon which the application for alleviation is based may be completed at any college or university accredited by the Western Association of Schools and Colleges or equivalent accrediting agency.**

The academic renewal policy may be applied when alleviation of prior course work is necessary to qualify a student for financial aid or admission to a program or transfer to another institution or for completion of a certificate or degree program.

**When academic work is alleviated from the computation of the grade point average, the student's permanent academic record shall be properly annotated in a manner to ensure that all entries are legible providing a true and complete record of academic history.**

This completed petition must be submitted to the Admissions and Records Office for review and evaluation. The petitioner receives a response to the request for Academic Renewal within ten (10) business days.

**Submit COMPLETED FORMS to the Admissions and Records Office  
Appeals should be directed to the Registrar**

## ACADEMIC RENEWAL PETITION

**DIRECTIONS:** Review Academic Renewal policy on the other side of this sheet. If you meet the stated criteria, complete this form and return it to the ADMISSIONS AND RECORDS OFFICE. For assistance see a College Counselor.

NAME \_\_\_\_\_ STUDENT ID NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Street City State Zip code  
PHONE (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**Up to 36 semester units of substandard course work (i.e., D+, D, D-, F and NP) which are not reflective of the student's current demonstrated scholastic ability may be alleviated and disregarded in the computation of the grade point average under the following conditions. (Please check/circle the questions below.)**

- A period of at **least one year** has elapsed since the substandard work to be alleviated was completed: ☐ **YES** ☐ **NO**
- I have met one of the following benchmarks since the course work to be alleviated was completed:
  - ☐ completed 9 semester units with a 3.5 cumulative grade point average, or
  - ☐ completed 15 semester units with a 3.0 cumulative grade point average, or
  - ☐ completed 21 semester units with a 2.5 cumulative grade point average, or
  - ☐ completed 24 semester units with a 2.0 cumulative grade point average.

**I wish to eliminate the following GRADES & GRADE POINTS. (Please list the term, year, course name and number, unit value, and grade) Up to 36 semester units of substandard course work (i.e., D+, D, D-, F, and NC) may be listed for alleviation.**

- |                     |               |                   |             |
|---------------------|---------------|-------------------|-------------|
| 1. TERM/YEAR _____  | Course: _____ | Unit value: _____ | Grade _____ |
| 2. TERM/YEAR _____  | Course: _____ | Unit value: _____ | Grade _____ |
| 3. TERM/YEAR _____  | Course: _____ | Unit value: _____ | Grade _____ |
| 4. TERM/YEAR _____  | Course: _____ | Unit value: _____ | Grade _____ |
| 5. TERM/YEAR _____  | Course: _____ | Unit value: _____ | Grade _____ |
| 6. TERM/YEAR _____  | Course: _____ | Unit value: _____ | Grade _____ |
| 7. TERM/YEAR _____  | Course: _____ | Unit value: _____ | Grade _____ |
| 8. TERM/YEAR _____  | Course: _____ | Unit value: _____ | Grade _____ |
| 9. TERM/YEAR _____  | Course: _____ | Unit value: _____ | Grade _____ |
| 10. TERM/YEAR _____ | Course: _____ | Unit value: _____ | Grade _____ |
| 11. TERM/YEAR _____ | Course: _____ | Unit value: _____ | Grade _____ |
| 12. TERM/YEAR _____ | Course: _____ | Unit value: _____ | Grade _____ |

Reason for alleviation: (Check the area(s) that apply to you.)

- |   |   |
|---|---|
| <input type="checkbox"/> To qualify for admission to a program          | <input type="checkbox"/> To transfer to another institution |
| <input type="checkbox"/> To complete an Associate degree or certificate | <input type="checkbox"/> For Financial Aid                  |

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Academic Renewal Approved:

A&R Official \_\_\_\_\_ DATE: \_\_\_\_\_

Academic Renewal Denied: