



Important: Academic Renewal allows previously completed substandard coursework to be disregarded in the computation of the cumulative grade point average (GPA) in certain circumstances. The substandard coursework cannot be reflective of a student's current performance and capabilities. When coursework is disregarded in the computation of the GPA, the student's academic record will be annotated. All coursework must remain on the record ensuring a true and complete academic history. Academic renewal actions are irreversible. Allow two weeks for processing.

1. Student ID Number	3. Date of Birth	4. Telephone Number
5. Student's Name – Last, First, MI	6. Email Address	
7. Student Signature:	8. Date:	

Requirements:

- No more than thirty (30) semester units of previous substandard work ("D", "F", or "NP") may be disregarded from the computation of the cumulative GPA.
- Two terms must have elapsed since the earning of the last substandard grades to be alleviated.
- The student has completed thirty (30) semester units with a 2.50 GPA after the earning of the last substandard grades to be alleviated.
- Work from other regionally accredited colleges may be considered for calculating the GPA. An official transcript must be on file with the Office of Admissions and Records prior to submitting this form.

Grades to be alleviated			
<i>Semester/Year</i>	<i>Course Name and Number</i>	<i>Units</i>	<i>Grade</i>

For Office Use Only:		Rec'd by: _____ Date _____	
Comments: _____		_____	
_____		_____	
_____		_____	
Dean or Registrar _____	Date _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
		<input type="checkbox"/> Pending	
		Student notified by: Email <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/>	
SIS Processing Completed _____	Date _____	Initials _____	Date _____
		Student notified by: _____	
		Initials _____ Date _____	