

# Contra Costa Community College District

Contra Costa College

Diablo Valley College

Los Medanos College

## Petition for Academic Renewal

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

| Courses to be renewed | Term | Courses to be renewed | Term |
|-----------------------|------|-----------------------|------|
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**Policy for Academic Renewal:**

Substandard grades may be disregarded if they are not reflective of a student's demonstrated academic ability. In order to request Academic Renewal the student must fill out this form and follow the directions below. If Academic Renewal is approved, the student's permanent record will be noted with Academic Renewal comments and the units will be removed. The renewed course(s) will not be removed from the record, as the district is required to show the student's complete and accurate academic record.

1. You may only utilize Academic Renewal one time
2. Only substandard grades will be renewed
3. You must have completed 20 units of satisfactory work that has been completed within the Contra Costa Community College District or any other accredited college or university, since receiving the last substandard grade (the unit count begins the semester after the substandard grade is received.)
4. You must not have received any D's, F's or NC/NP since the substandard work (minimum 2.0 since substandard work)
5. Courses that have already been removed from GPA by course repetition will not be renewed
6. There is no minimum or maximum time limit (no waiting period since the substandard work)
7. Up to 24 units may be renewed; district courses can be combined up to the maximum of 24 units, however each college will adjust their own work – one form per college

**Procedure to petition for Academic Renewal:**

- ◆ Fill out and sign the district form
- ◆ Obtain college counselor approval
- ◆ Turn the completed form into any college within the district (one form per college). If you are using non-district courses to qualify for the 20 units (see item #3 above), official transcripts must be on file in Admissions & Records prior to submitting Academic Renewal.

I understand the above regulations and I meet the qualifications for Academic Renewal.

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

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: Counselor signature is required.**

**Official Use Only:**      **Approved** \_\_\_\_\_      **Denied** \_\_\_\_\_

Comments: \_\_\_\_\_

Posted to Record: \_\_\_\_\_ Date \_\_\_\_\_