

Contra Costa Community College District

Date Stamp & Operator Initials

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

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 within the District (in accordance with CA Education Code 55764 and 55765)
2. Only substandard grades will be renewed ("D" and "F")
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.) In-Progress semesters cannot be included.
4. Check the box if you have coursework from another college. Official transcript must be attached or on file.
5. You must not have received any D's, F's or NC/NP since the substandard work (minimum 2.0 since substandard work)
6. Courses that have already been removed from GPA by course repetition cannot be reversed
7. Academic Renewal cannot be reversed.
8. There is no minimum or maximum time limit (no waiting period since the substandard work)
9. A maximum of 24 units within the district may be renewed, however each college will make their own adjustments.
10. The processing time is 2 weeks.

Procedure to petition for Academic Renewal:

- ◆ Fill out and sign the district form. Only one form is required within the district.
- ◆ Obtain college counselor approval
- ◆ Turn the completed form into any college within the district. If you are using non-district courses to qualify for the 20 units (see item #3 and #4 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 _____ DVC LMC CCC

Comments: _____

Posted to Record: _____ Date _____