



PETITION FOR ACADEMIC RENEWAL

Submit completed form to the Admissions & Records Office
 MC.StudentPetitions@missioncollege.edu

Name: Last _____ First _____ M.I. _____ Address: Street _____ City _____ State _____ Zip _____	Mission College I.D.#: _____ Email Address: _____ Telephone: _____
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Up to 24 semester units of substandard course work (i.e., NC, NP, D, & F) 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 2 semesters must have 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 12 semester units with a 3.0 cumulative grade point average.

Completed 24 semester units with a 2.0 cumulative grade point average.

I want to exclude the following GRADE(S) & UNIT(S) from my GPA calculations. Please list the term, year, course name and number, unit value, and grade. Up to 24 semester units of substandard course work (i.e., NC, NP, D, & F) may be listed.

Semester/Year	Course Name& Number	Units	Grade	Repeated	Granted
Winter 2018	Astronomy - AST 001	3	D	No	Yes

Student Signature: _____ Date: _____

Reason for Renewal Request *(required)*:

Qualify for admission to a program Transfer to another institution Complete Degree or Certificate Financial Aid

Other *(specify)*: _____

Transcripts have been reviewed and are attached.

Counselor (print name) _____ Signature (Required) _____ Ext. _____ Date _____

TOTALS AFTER RENEWAL <small>(Total Excluded Units may not exceed 24)</small>						
Office Use Only	Original G.P.A.	Completed Units	Excluded Units	Total Excluded Units	Total Revised Completed Units	Revised G.P.A.

Received By: _____ Date: _____ Posted By: _____ Date: _____

Academic Renewal Policy

Per California Code of Regulations, § 55046, the Academic Renewal process permits students the opportunity to petition to have up to 24 units of substandard academic work completed within the West Valley Mission Community College District (WVMCCD) disregarded from their cumulative grade point average when such work does not reflect their current demonstrated ability. 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.

- Only substandard notations may be renewed (“D”, “F”, “NP”, “NC”).
- Coursework previously applied toward a degree, certificate or GE certification (IGETC/ CSU GE-B) at WVMCCD are not eligible for academic renewal.
- Academic Renewal at WVMCCD does not guarantee that other colleges will accept this action.

Approval of an Academic Renewal request is subject to the following conditions:

- Since the coursework to be alleviated was completed, a student must meet one of the following conditions in the District and/or at another regionally accredited institution (official transcripts must be attached to petition):
 - a. Completion of 12 with 3.0 cumulative GPA
 - b. Completion of 24 with a 2.0 cumulative GPA
- A period of 2 semesters must have elapsed since the substandard work.
- The College will disregard individual courses selected by the student in consultation with a Counselor.
- Courses alleviated still reflect a course attempt for the purposes of the repeat policy, pursuant to California Code of Regulations, § 55042.
- Once applied, Academic Renewal may not be reversed.

Student must consult with a counselor before petitioning for Academic Renewal. After obtaining the Counselor's signature, the completed Student Petition is submitted to the Admissions & Records Office.

Student Instructions *(Fill out Form Completely):*

1. Complete the top portion of this form.
2. Make a counseling appointment, and bring this form with you to your appointment.
3. Answer qualifying questions in consultation with a Counselor.
4. Review transcripts (If you are planning to use courses completed at another College, official transcripts from that college are required.)
5. List courses to be alleviated.
6. Sign Form

Counselor Instructions:

7. Provide Reason for Renewal Request.
8. Please review and attach unofficial Mission College transcripts noting the courses to be renewed. If the course work used as the basis for the Academic Renewal Petition is from an external college, an official transcript is required.
9. Sign Form

The completed form is to be submitted to the Admissions & Records Office. The petitioner receives a response to the request for Academic Renewal within ten (10) business days.

Academic renewal by the West Valley Mission Community College District does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.