

Contra Costa Community College District

Contra Costa College

Diablo Valley College

Los Medanos College

Petition for Academic Renewal

You must use blue or black ink to fill out this form.

Student Name _____ Student ID _____
Last First MI

Address _____ City, State, Zip _____

Email Address _____ @insite.4cd.edu 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. Only substandard grades will be renewed.
2. You cannot reverse academic renewal once you have elected this option.
3. You must not have received any D's, F's or NC/NP since the substandard work (minimum 2.0 since substandard work)
4. Up to 30 units may be renewed; district courses can be combined up to the maximum of 30 units, however each college will adjust their own work.
5. Courses that have already been removed from GPA by course repetition will not be renewed.
6. You must complete either:
 - a. Nine units of work with a 3.5 cumulative grade point average;
 - b. 12 units of work with a 3.0 cumulative grade point average;
 - c. 15 units of work with a 2.5 cumulative grade point average; or
 - d. 20 units of work with a 2.0 cumulative grade point average.

The unit count begins the semester after the last substandard grade was received. The course work upon which the application for alleviation is based may have been completed within the Contra Costa Community College District or any other regionally accredited college or university, including upper division coursework. Please allow two weeks processing time.

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. If you are using non-district courses to qualify for the units (see item #5 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 _____

STANDARDS OF SCHOLARSHIP

The following policy is an excerpt of the Standards of Scholarship Policy.

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

The Contra Costa Community College District has adopted the following procedures, pursuant to Title 5, Section 55046, which permits students to alleviate previously recorded substandard grades (defined as "D," "F" or "NC/NP") which are not reflective of a student's demonstrated academic ability.

The procedures must:

1. not conflict with Education Code Section 76224, pertaining to finality of grades assigned by instructors, and Title 5, Sections beginning with 59020 to 59033 pertaining to the retention and destruction of records;
2. allow up to 30 units to be alleviated. Courses within the District can be combined up to the maximum of 30 units, however each college will adjust units on its own transcript;
3. require that a student has completed either:
 - a. Nine units of work with a 3.5 cumulative grade point average;
 - b. 12 units of work with a 3.0 cumulative grade point average;
 - c. 15 units of work with a 2.5 cumulative grade point average; or
 - d. 20 units of work with a 2.0 cumulative grade point average.

The unit count begins the semester after the last substandard grade was received. The course work upon which the application for alleviation is based, may have been completed within the Contra Costa Community College District or any other regionally accredited college or university.

4. allow upper division course work to meet the unit and GPA requirement for alleviation;
5. require that the student must have a minimum 2.0 GPA subsequent to the course work to be alleviated;
6. a minimum of one semester must have elapsed since the substandard grades were earned;
7. identify any courses or categories of courses, if any, which are exempt from consideration;
8. be exempt from consideration and are courses that have already been removed from the student's GPA by course repetition;
9. course work alleviated will be disregarded in the computation of the grade point average; or
10. 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 and provide a true and complete record of academic history.

Students must meet with a counselor to review options to Academic Renewal, as this procedure is irreversible. Once they qualify for Academic Renewal, they must complete the Petition for Academic Renewal Form, using one form per college, obtain a counselor's signature and turn it into Admissions and Records at any college within the District. If the student is using non-District courses to qualify for the satisfactory work completed and required cumulative GPA, official transcripts must be on file in Admissions and Records prior to petitioning for Academic Renewal.