

**PETITION FOR ACADEMIC RENEWAL
(Request to Disregard Previous Work)**

Date: _____

 Name: _____ Student ID @ _____
First Last

 Mailing Address: _____
Street City State ZIP

Years in attendance at Porterville College: _____

Phone Number: _____ Date of Birth: _____

How many semester units have you earned following the semester(s) in which grades of D, F and/or NC were received? _____

Units earned at a college other than Porterville College must be verified by an official transcript for the college attended.

I have completed the following courses at Porterville College with a D, F, and/or NC grade.

Completed Course Number & Title	Units	Grade	Semester & Year Completed	Office Use

I acknowledge my permanent academic record will be coded to indicate that the original grades will not be reflected in the graded point average (GPA); however, the courses will remain on my permanent record.

Student Signature _____ **Date** _____

OFFICE USE ONLY
Permanent Record Changed: _____ Credits Discounted (maximum of 20 allowed: _____ A&R Signature _____
Comments: _____

ACADEMIC RENEWAL INFORMATION AND INSTRUCTIONS

Academic Renewal

A maximum of 20 units of substantial academic grades, (D, F, and/or NC) taken at Porterville College may be disregarded in the computation of the grade point average if all the following conditions exist:

1. At least two (2) years have elapsed since the coursework to be disregarded was recorded.
2. At least 18 units of satisfactory coursework (2.5 GPA or higher) have been completed subsequent to the coursework to be alleviated.
3. The student completes an Academic Renewal request.
4. The student states in the request the specific courses to be considered under the academic renewal policy.

Official transcripts are required for subsequent coursework from accredited post-secondary institutions other than Porterville College.

If approved, the substandard work will be disregarded in the computation of the grade point average and an annotation made on the permanent record. The permanent academic record shall remain a true and complete academic history and the coursework disregarded under this policy will remain on the permanent record.

Academic renewal does not allow a student to repeat courses they have already repeated the maximum number of times.

Academic Renewal

Reference: Title V section 55046, Board Policy Academic Renewal 4C4E

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The District Chancellor shall establish procedures that provided for academic renewal.

At least two years have elapsed since the coursework to be alleviated was recorded; at least eighteen (18) units of satisfactory coursework with a GPA of 2.5 have been subsequent to the coursework to be alleviated; and the student would initiated the request for academic renewal. This written petition will go to the Vice President or designee.

Instructions:

1. Complete form
2. Submit to the Office of Admissions and Records
3. The Office of Admissions and Records will review and notify students within 3 to 4 weeks.
4. If approved the Office of Admissions and Records will process in Banner causing change to be reflected on student's transcripts.
5. The Office of Admissions and Records will post a copy to student's permanent record.