

## Purpose:

In accordance with CAC Title 5 and PC Board Policy (AP 4240), Palomar College supports Academic Renewal. A student may petition for up to **30 units** of previous substandard course work attempted at Palomar College to be disregarded when computing the grade point average (GPA). Academic Renewal is not allowed if course work to be disregarded has previously been used to fulfill degree, certificate, or transfer certification requirements.

**Please note:** Academic Renewals cannot be reversed. Additionally, the student's permanent record (transcript) will be annotated in such a manner that all course work will remain legible ensuring a true and complete academic history. Academic Renewal at Palomar College does not guarantee that other colleges will accept this action. Acceptance of Academic Renewal is at the discretion of the receiving institution.

## Additional Information:

- **Financial Aid Applicants:** Current and potential financial aid students are advised that all units attempted will count in the "total units attempted" limit and GPA for financial aid eligibility. Academic Renewal does not eliminate units for financial aid purposes.
- **Military Affiliated Students:** If a student chooses to petition for academic renewal to repeat a course that was successfully completed for GPA improvement, that course cannot be certified to the VA. Additionally, successfully completed classes (with a D grade in many cases) may not be certified again for VA purposes if they are repeated. However, if a class is failed or a program demands a higher grade, it can be retaken for VA certification. Military Affiliated students receiving benefits should consult a Veteran's Specialist **before** starting the renewal process.

## Instructions:

- Complete the Petition for Academic Renewal Form
- Submit to the Records Office for processing: [records@palomar.edu](mailto:records@palomar.edu) | Student Services Center 1140 West Mission Road San Marcos, CA 92069

## Section A: Student Information

|  |   |
|--|---|
| <b>A. Student's Name - Last, First, MI (include prior name used)</b> | <b>B. Palomar ID Number</b>   |
|  |   |
| <b>C. Telephone</b>  | <b>D. Date of Birth</b>   |
|  |   |
| <b>E. Email Address</b>  |   |
|  |   |
| <b>F. Semester(s) to be disregarded (list semester/s and year/s)</b> | <b>G. Check ALL applicable sources of aid:</b>                                      |
|  | <input type="checkbox"/> Financial Aid<br><input type="checkbox"/> Veteran Benefits |

## Section B: Student Certification

### Conditions of Eligibility:

- **Coursework Criteria:** At least 50% of the units in the term(s) under consideration must be substandard (FW, F, D, NC, NP), the total GPA of which is less than 2.0, and must no longer reflect the student's current level of performance and capabilities.
- **Timeframe:** One year must have passed since attempting the course work to be excluded from GPA calculation.
- **Completion Requirement:** The student must have successfully completed 24 semester units since attempting the course work in the term(s) to be disregarded, either at Palomar or another regionally accredited college or university. If student is using coursework completed at an outside institution official transcripts must be on file when submitting the request.
- **GPA:** The student must have a minimum 2.0 GPA since the time of attempting the course work to be disregarded.

**I have read the above and understand the policy, conditions, and notes. I understand that if my external transcripts are not on file when this form has been submitted my request may be denied and I will need to reapply for Academic Renewal.**

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

Date \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

**Approved:** ☐ YES Student record update (Date & Initials): \_\_\_\_\_ Record Assistant/Evaluator: \_\_\_\_\_

**Denied:** ☐ NO Reason: \_\_\_\_\_