



## Petition for Academic Renewal

In accordance with CAC Title 5 and PC Board Policy (AP 4240), Palomar College supports Academic Renewal. A student may petition for up to thirty (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.

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.

### Conditions:

- 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.
- One year must have passed since attempting the course work to be excluded from GPA calculation.
- 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 request.**
- The student must have a minimum 2.0 GPA since the time of attempting the course work to be disregarded.
- The petition will be reviewed by Records Office personnel for compliance with policy and procedures. The student will be notified by mail and/or email of the approval or denial of the request.

### Please Note:

- Academic Renewal at Palomar College does not guarantee that other institutions will approve or accept such action. This determination will be made by the respective transfer institution.
- Students who have attempted more than thirty units in the terms to be disregarded may submit a Student Petition to the Academic Review Committee for consideration.
- The student's permanent record (transcript) will be annotated in such a manner that all course work will remain legible, insuring a true and complete academic history.
- Academic Renewal actions are irreversible.

### Please complete the following information:

\_\_\_\_\_  
Name - Please include prior name used

\_\_\_\_\_  
Palomar ID # (if known) **or**

\_\_\_\_\_  
Telephone # w/ Area Code

\_\_\_\_\_  
Date of birth - month and day only

\_\_\_\_\_  
Email Address

Semester(s) to be disregarded (list semester/s and year/s) \_\_\_\_\_

**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 \_\_\_\_\_

### Office Use Only

Approved      Student record updated (Date & Initials): \_\_\_\_\_

Denied      Reason: \_\_\_\_\_

Records Assistant/Evaluator \_\_\_\_\_

Date \_\_\_\_\_