Petition for Academic Renewal

STUDENT INFORMATION	
CWID:	Name:
Email Address:	

The Academic Renewal process permits students the opportunity to petition to have substandard academic work competed at Foothill College disregarded from their cumulative grade point average when such work does not reflect their current demonstrated ability (section 55046 of the California Code of Regulations).

Approval of the request is subject to the following conditions:

1. At least three quarters must have elapsed since the last quarter to be disregarded was completed
2. completion of 45 units with a GPA of 2.0 or,
3. completion of 30 units with a GPA of 2.5 or,
4. completion of 15 units with a GPA of 3.0
   Work completed at other accredited institutions, including upper division coursework, may be considered.
5. A student may petition only once for academic renewal.
6. A substandard grade(s) in any course(s) that has/have been deactivated may be disregarded from the student's cumulative GPA and may be granted an exception to the minimum requirements for academic renewal.
7. The college will disregard from unit requirements/totals and GPA courses selected by the student.

The student transcript shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Students must consult with a counselor before petitioning for Academic Renewal. After obtaining the counselor's signature, the completed Petition for Academic Renewal form is submitted to the Admissions & Records Office. (See Board Policy 4240 Academic Renewal.)

Submit this completed form to Foothill College Evaluations Department. The form may be emailed to evaluations@foothill.edu. Allow ten business days for processing.

Term Information		
Enter the year and quarter you are requesting academic renewal. Only three quarters may be selected.		
Year_____ Quarter _____	Year_____ Quarter _____	Year_____ Quarter _____

Counselor Consultation	
Counselor Name	Date
Counselor Signature	

OFFICE USE ONLY	
Date form Reviewed	Email Notification sent by/date
Comments:	