PETITION FOR ACADEMIC RENEWAL

GCC ID: _____ DOB: _____ Date: _____

Name: _____
Last First MI

Address: _____
Street Address City State Zip code

Phone No: (____)_____ GCC Email: _____

Student's Signature: _____

Guidelines for Academic Renewal. Submit completed form to Admission and Records

1. A student may petition to remove previous substandard work at Glendale Community College (any course in which a grade "D" and "F" has been recorded.)
2. Up to 30 units may be disregarded.
3. To qualify for academic renewal, there must be a lapse of at least one semester (Fall or Spring) since completion of the most recent coursework to be disregarded:

The student's official transcript must demonstrate evidence of recent academic ability as defined as:

- 12 semester units graded (A-F) with at least 2.0 grade point average
- These 12 units must be consecutive and must have begun any time after the course work to be disregarded

4. If using external transcript/s you must provide official transcripts **at the time of petition**.
   Are you submitting external transcripts? ☐ Yes ☐ No if yes, from _____
5. The renewal courses will remain on the students academic record. A code (07) indicating those courses that have been disregarded will appear on the official college transcript.
6. Once granted academic renewal is permanent and cannot be reversed.
7. A student may request academic renewal **multiple times, for up to 30 units of substandard coursework**.
   See College catalog for more details.

Glendale Community College does not guarantee that institutions outside the district will honor academic renewal. The receiving institution/agency will make that determination.

I request the following substandard grades to be disregarded:

Course Department and Number Example "PSYCH 101"	**Semester/Year** Fall 2020	**Grade** "F"	**Units** 3
	TOTAL UNITS TO BE RENEWED		0

Action is not final until review and recorded by the Admission and Records Office.

Counselor Signature:_____ Date:_____

Counselor Name: (Please Print)_____ Extension:_____

Counselor Email:_____

Processing time is usually 2-4 weeks and "RUSH" is not available.

Previous Academic Renewal Units Granted _____ ***Total Units Granted***_____

Petition Approved ☐ Denied ☐

GPA :_____Units:_____ Grade Points: _____ A&R _____ Date:_____

Processed by:_____ Date:_____