

ACADEMIC RENEWAL POLICY

Up to 36 semester units of substandard course work (i.e., D+, D, D- & F) which are not reflective of the student's current demonstrated scholastic ability may be alleviated and disregarded in the computation of the grade point average under the following conditions.

- 1. A period of at least one year must have elapsed since the work to be alleviated was completed; and**
- 2. The student seeking alleviation must have completed either**
 - **9 units of work with a 3.5 cumulative grade point average, or**
 - **15 units with a 3.0 cumulative grade point average, or**
 - **21 units with a 2.5 cumulative grade point average, or**
 - **24 units with a 2.0 cumulative grade point average since the work to be alleviated was completed; and**
- 3. The substandard course work to be alleviated must have been taken at Cañada College, College of San Mateo, or Skyline College;** however, the course work upon which the application for alleviation is based may be completed at any college or university accredited by the Western Association of Schools and Colleges or equivalent accrediting agency. If the course work used as the basis for the Academic Renewal Petition is from an external college, an official transcript is required.

The academic renewal policy may be applied when alleviation of prior course work is necessary to qualify a student for financial aid or admission to a program or transfer to another institution or for completion of a certificate or degree program.

When academic work is alleviated from the computation of the grade point average, the student's permanent academic record shall be properly annotated in a manner to ensure that all entries are legible providing a true and complete record of academic history.

This completed petition must be submitted to the Admissions and Records Office for review and evaluation. The petitioner receives a response to the request for Academic Renewal within ten (10) business days.

**Submit COMPLETED FORM to the Admissions and Records Office
of the college for which you are requesting Academic Renewal**



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT
SMCCCD

ACADEMIC RENEWAL PETITION

Check Appropriate College

Admissions
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Phone: (650) 306-3226
canadaadmissions@smccd.edu

Admissions
College of San Mateo
1700 West Hillsdale Blvd.
San Mateo, CA 94402
Phone: (650) 574-6165
csmadmission@smccd.edu

Admissions
Skyline College
3300 College Drive
San Bruno, CA 94066
Phone: (650) 738-4251
skyadmissions@smccd.edu

DIRECTIONS: Review Academic Renewal policy on the other side of this sheet. If you meet the stated criteria, complete this form and return it to the ADMISSIONS AND RECORDS OFFICE. For assistance see a College Counselor.

Student ID#: G _____
 Last Name: _____ First Name: _____ Middle: _____
 Mailing Address: _____
 Telephone: (____) _____ Email: _____

Up to 36 semester units of substandard course work (i.e., D+, D, D- & F) which are not reflective of the student's current demonstrated scholastic ability may be alleviated and disregarded in the computation of the grade point average under the following conditions. (Please check/circle the questions below.)

- A period of at least one year has elapsed since the substandard work to be alleviated was completed: Yes No
- I have met one of the following benchmarks since the course work to be alleviated was completed:
 - Completed 9 semester units with a 3.5 cumulative grade point average, or
 - Completed 15 semester units with a 3.0 cumulative grade point average, or
 - Completed 21 semester units with a 2.5 cumulative grade point average, or
 - Completed 24 semester units with a 2.0 cumulative grade point average.

I wish to exclude the following GRADE(S) & GRADE POINT(S) from my GPA calculations. (Please list the term, year, course name and number, unit value, and grade) Up to 36 semester units of substandard course work (i.e., D+, D, D- & F) may be listed for alleviation.

1. TERM/YEAR _____ Course: _____ Unit value: _____ Grade _____
2. TERM/YEAR _____ Course: _____ Unit value: _____ Grade _____
3. TERM/YEAR _____ Course: _____ Unit value: _____ Grade _____
4. TERM/YEAR _____ Course: _____ Unit value: _____ Grade _____
5. TERM/YEAR _____ Course: _____ Unit value: _____ Grade _____
6. TERM/YEAR _____ Course: _____ Unit value: _____ Grade _____

Reason for alleviation: To qualify for admission to a program To transfer to another institution
 To complete an Associate Degree or Certificate For Financial Aid
 Comment: _____

Student Signature: _____ **Date:** _____

Office Use: Academic Renewal Approved Academic Renewal Denied

Processed by: _____ Date: _____