

## 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  
Click [Here](#) to Submit

Admissions  
College of San Mateo  
1700 West Hillsdale Blvd.  
San Mateo, CA 94402  
Phone: (650) 574-6165  
Click [Here](#) to Submit

Admissions  
Skyline College  
3300 College Drive  
San Bruno, CA 94066  
Phone: (650) 738-4251  
Click [Here](#) to Submit

**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: \_\_\_\_\_