



PETITION FOR ACADEMIC RENEWAL

There are two forms of Academic Renewal:

TERM RENEWAL: A student may petition for the academic renewal of a maximum of three terms of substandard coursework which is not reflective of the student's demonstrated ability. To be eligible for this form of academic renewal, the following criteria must be met:

- 1) a period of two years has elapsed between the time of the petition and the date of the course work to be renewed and,
2) subsequent to the semester(s) being renewed, the student must complete either at Gavilan or another college
• 30 or more units with a grade point average of 2.00 or
• 24 units with a grade point average of 2.50 or
• 18 units with a grade point average of 3.00

COURSE RENEWAL: The second form of academic renewal is when the student repeats, at another college, the Gavilan course for which a substandard grade has been received.

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If requesting academic renewal based on work completed at another college, current transcripts from those colleges must be on file in the Admissions and Records Office before this petition can be reviewed. No grade or course will be removed from the student's permanent academic record. However, the Gavilan record will be annotated to indicate that the coursework for that term is not computed in the grade point average. Subject completion, but not unit value, will be allowed for any course completed satisfactorily in the term(s) to be renewed for the purpose of satisfying requirements for a certificate or degree. All work, including academic renewal semesters, will be computed in determining honors (3.50) at graduation. A copy of the amended record will be mailed to the student at the address listed below.

Name SSN or Gavilan ID # G00
Other Name Used on Gavilan Records
Current Mailing Address Street City State Zip Code Phone

TERM RENEWAL - Terms to be Renewed:

1) Term Yr 2) Term Yr 3) Term Yr

COURSE RENEWAL - Course to be Renewed:

List colleges where you completed the coursework you wish to be considered:

Student's Signature Date

Counselor's Signature Date

APPROVED DENIED REASON DENIED
Petition Reviewed By Date
Record Amended By Date