



**Admissions & Records
Academic Renewal Petition**

Step 1: Provide student contact information:

Name: _____ Ohlone College ID: _____
Address: _____ Ohlone Student E-mail: _____
City, State, Zip Code: _____ Telephone: _____

Step 2: Review and certify that you meet the eligibility criteria for consideration of Academic Renewal:

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- A student must have completed at a regionally accredited college at least 12 degree-applicable semester units with a grade point average of 3.0, or at least 18 degree-applicable semester units with a grade point average of 2.5, or at least 24 degree-applicable semester units with a grade point average of 2.0. These units must be earned subsequent to any grade of "D" or "F" to be excluded.
AND
- At least two years must have elapsed since the last "D" or "F" grade to be excluded was recorded.
- A maximum of 24 units can be excluded from the academic record, and academic renewal will only be granted once.
- Students using coursework from another regionally accredited college to meet the criteria must submit an official copy of their transcript(s) with the Academic Renewal Petition. If official transcripts are not on file petition will be denied.

Only courses for which substandard grades (D, F, or NP) were assigned are eligible for academic renewal. Academic renewal actions are irreversible. When academic renewal has been approved, previously recorded substandard coursework is to be disregarded in the computation of a student's grade point average; the student's permanent academic record will be annotated in such a way to ensure an accurate record of all coursework and a complete academic history.

Only courses taken at Ohlone College qualify for academic renewal. The work to be removed does not include courses previously used to establish eligibility for transfer, graduation, certificates or honors at graduation. Once an Associate Degree has been awarded at Ohlone College, courses taken prior to the awarding of the degree cannot be excluded. Academic renewal is an internal procedure and is not binding on other institutions that may receive a student who has had to work excluded through the academic renewal process.

Step 3: I have read the above information about Academic Renewal and hereby petition that it be applied to my academic record for the following semester(s) and course(s):

Semester(s): e.g. Fall 2017 or Spring 2018	Course(s): e.g. ENGL-101A, MATH-101C, CFS-109

Student Signature

Date

FOR OFFICE USE ONLY:

Approved Denied Postponed

Comments: _____

Scholastic Standards/Designee: _____ Date: _____ Processed/Notified