



## Admissions & Records

### ACADEMIC RENEWAL PETITION

**STEP 1: Provide student contact information:**

<b>Name:</b>	<b>Ohlone College ID:</b>
<b>Address:</b>	<b>Ohlone Student E-mail:</b>
<b>City, State, Zip Code:</b>	<b>Telephone:</b>

**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
  - 18 degree-applicable semester units with a grade point average of 2.5 or
  - 24 degree-applicable semester units with a grade point average 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 graded 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 Ohlone courses for which substandard grades (D, F, or NP) were assigned are eligible for academic renewal. 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. Academic renewal is an internal procedure and is not binding on other institutions that may receive a student who has had work excluded through the academic renewal process.

Academic renewal actions are irreversible. 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.

**DO NOT WRITE BELOW THIS LINE – MUST SEE A COUNSELOR****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

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**For Office Use Only:**

Approved    Denied    Postponed   Comments: \_\_\_\_\_

Scholastic Standards/Designee: \_\_\_\_\_ Date: \_\_\_\_\_ Processed/Notified