



# PASADENA CITY COLLEGE Academic Renewal Petition

Birthdate \_\_\_\_\_

E-Mail (required) \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Student I.D. No. \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Telephone Number

The purpose of Academic Renewal is to disregard students' previously recorded substandard academic performance when such work does not reflect current demonstrated ability.

Students may request academic renewal as a means to achieve the educational goals of graduation from Pasadena City College, completion of certificate programs, and/or enable transfer to a four-year college or university. It is not applicable to students who wish to raise their grade point average beyond these stated goals.

- Students may petition to disregard previously recorded substandard coursework in no more **30 units** of substandard coursework accomplished at Pasadena City College once they meet the eligibility criteria.
- For the purpose of Academic Renewal, substandard coursework is defined as grades of D and F.
- Academic renewal may not be applied to any course that has been used to satisfy associate degree requirements or CSU-GE transfer general education requirements or certificate requirements.
- Academic renewal will not remove courses from the transcript but, once approved, will not count the courses and grades as part of the GPA.

To qualify for academic renewal, students must do all of the following:

- Wait for twelve (12) months after the course work to be disregarded is completed;
- Demonstrate recent academic ability based on the coursework they have completed at any regionally accredited college taken after the coursework that is being petitioned for exclusion through academic renewal. Evidence of recent academic ability includes the following:
  - Completing at least 12 semester units with a minimum of 3.000 cumulative GPA, or
  - Completing at least 24 semester units with a minimum 2.500 cumulative GPA, or
  - Completing at least 36 semester units with a minimum 2.000 cumulative GPA
- Submit official transcripts of all college coursework attempted if from regionally accredited college or university other than Pasadena City College;

Academic renewal by Pasadena City College may not be honored by other colleges outside of PACCD. That determination will be made by the respective transfer institution(s).

Courses excluded through academic renewal still count as an enrollment attempt for purposes of course repetition and financial aid considerations.

It is recommended that students see a counselor before submitting a petition for Academic Renewal. Once a Petition for Academic Renewal is granted, the student's permanent academic record shall be annotated by an Admissions and Records designee in such a manner that all work remains legible, insuring a true and complete academic history. Academic renewal actions are **permanent** and **irreversible**.

Please list the course(s) you are petitioning Academic Renewal for (not to exceed 30 semester units):

Semester/Year Taken	Course	Semester/Year Taken	Course
EX: FALL 2014	EX: ENGLISH 1A	EX: SPRING 2015	EX: PSYCHOLOGY 1

Please list the regionally accredited college(s) or universities where the coursework being used to meet unit/GPA eligibility was taken, if not at Pasadena City College:

Name of School	First Semester/Session/Year Attended	Last Semester/Session/Year Attended

**Please submit updated and complete official sealed transcript(s) from regionally accredited institutions other than PCC to the PCC Records Office at least 15 business days before filing this form.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
Comments: _____			
_____			
_____			
_____	_____	_____	_____
Associate Dean, Admissions & Records	Date	Posted to PCC Student Record	Date