Petition for Academic Renewal/Exclusion Instructions

*Submit the completed Petition to Conlan Hall - E107*

A student may petition to have previous substandard college grades of “D”, “F”, or “FW” excluded from grade point average calculations if that work is not reflective of the student’s present level of performance. However, to ensure a true and complete academic record, the permanent academic record will show all of the student’s course work, including excluded classes.

**A request for Academic Renewal will be granted under the following conditions:**

1. A student must have completed at an accredited college at least 12 degree-applicable semester units with a cumulative grade point average of at least 3.0, at least 18 degree-applicable semester units with a cumulative grade point average of 2.5, or at least 24 degree-applicable semester units with a cumulative grade point average of at least 2.0. These units must be earned subsequent to the last grade of “D”, “F”, or “FW” to be excluded.

2. At least one academic year must have elapsed since the last “D”, “F”, or “FW” grade to be excluded.

3. A maximum of 24 units may be excluded from the grade point average calculation.

4. A student’s official transcript will include a notation that an Academic Renewal was granted.

5. Courses taken prior to the awarding of an Associate degree are not eligible for Academic Renewal.

6. Academic Renewal is granted one time only.

**Students are reminded of the following:**

- Only courses taken at City College qualify for Academic Renewal.
- Some destination transfer institutions may not accept Academic Renewal and may recalculate the grade point average with the substandard grades. Students who plan to transfer to other institutions should contact the receiving transfer institution and ask how they apply grade exclusions (Academic Renewal).
- Only transcripts from accredited institutions with degree applicable courses will be accepted as proof of improved course work to meet Academic Renewal eligibility requirements.

Academic Renewal grade exclusions may affect units needed for transfer or for graduation. **No petition will be accepted without a counselor’s signature.**

**IMPORTANT: In compliance with section 55764 of the California Code of Regulations all excluded courses will remain on the student’s permanent record to ensure a true and complete academic history.**
# City College of San Francisco

## OFFICE OF ADMISSIONS AND RECORDS

### PETITION FOR ACADEMIC RENEWAL/EXCLUSION

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Student I.D.</th>
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<tbody>
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<td>Address</td>
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<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Email</td>
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Anticipated Graduation Term: ____________________

Graduation Petition submitted to Admissions & Records:  Yes ______  No ______

**Submit Completed Petition to Conlan Hall, E107**

<table>
<thead>
<tr>
<th>Subject/Course</th>
<th>Semester/Year</th>
<th>Units</th>
<th>Grade</th>
<th>Granted</th>
<th>Denied</th>
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☐ Please check box if official transcript(s) from other college(s) is/are included.

Student’s Signature ___________________________ Date ___________

Counselor (Print name clearly) ___________________________ Signature (Required) ___________________________ Date ___________

Phone # _______ Mailbox _______

### FOR OFFICE USE ONLY

### REVISED TOTALS AFTER EXCLUSION

<table>
<thead>
<tr>
<th>Original G.P.A.</th>
<th>G.P.A. Hours</th>
<th>Earned Hours</th>
<th>Excluded Hours</th>
<th>Quality Points</th>
<th>Revised G.P.A.</th>
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</thead>
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Received By: ___________________________ Date: ___________  Posted By: ___________________________ Date: ___________