Santiago Canyon College

Admissions/Records

PETITION FOR ACADEMIC RENEWAL WITHOUT COURSE REPETITION

PETITION REQUIREMENTS

1. A student may not petition until two or more years have elapsed after the recording of substandard work.
2. **To be eligible, the student must have completed at least 30 units with a 2.0 gpa or 15 units with a 3.0 gpa in sessions subsequent to the substandard work. All lower division units from all colleges will be counted from the semester immediately following the substandard work. These semesters cannot contain any substandard grades.**
3. The substandard academic renewal work will not count toward graduation or certification, and the permanent academic record shall be annotated in such a manner that all work remains legible. Up to **20 units of below "C"** work at Santiago Canyon College/Santa Ana College may be **disregarded** in the computation of the grade point average.
4. After AA/AS degree or CSU certification is posted, academic renewal without course repetition **is not** accepted. Students approved for Academic Renewal Without Course Repetition are not eligible for Academic Honors.
5. Academic Renewal Without Course Repetition is solely the policy of Santiago Canyon College and may not necessarily be followed by other institutions.

_____ / _____ / _____
Student I.D. Number | Student's Name | Telephone Number

_____ / _____ / _____
Address | City / State | Zip

_____
E-mail

I hereby petition to have the following courses disregarded in my G.P.A. computation:

Course	Semester/Year	Grade	Units

Total Units _____

Justification for Request _____

_____

_____

_____

Signed by Student _____ Date _____

Reviewed by Counselor for completed requirements _____ Date _____

Comments _____

DO NOT WRITE BELOW THIS LINE

Action Taken _____ Date _____

Student Notified _____ Date _____ By _____

Posted _____ / _____
Date | Clerk