

Admissions and Records
Academic Renewal Petition Form

Student Permanent ID Number:	@										
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Legal Name:			Date of Birth:	
	Last	First	M.I.	mm/dd/yyyy

Previous Name(s) (if any):	
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Address:				
	Street (not a P.O. box)	City	State	Zip

Telephone:		Email:	
	Area Code and Phone Number		

List all other colleges at which you completed courses you wish to use for purposes of this petition. Are official transcripts from these colleges on file in this office? If not, official transcripts are required before the process can be completed.

List the course number, course title, grade, and semester/year of the course(s) you wish disregarded in the computation of your Grade Point Average. (See the **BOLDFACE** example below.)

COURSE NUMBER	COURSE TITLE	GRADE	SEMESTER	YEAR
ENGLISH 100 C	ENGLISH COMPOSITION	F	FALL	2001

Student Signature

Date

OFFICE USE ONLY

Accepted by: Date:	Approved/Denied by: Date:	New UA:	New UC:	New GPts:	New GPA:
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Processed by:	Date:
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Student copy mailed on:

Comments:

CYPRESS COLLEGE

ACADEMIC RENEWAL INFORMATION

If you believe that one or more substandard grades (D, F, NC, NP) you received at Cypress College in the past do not reflect your present demonstrated ability and level of performance, you may petition for Academic Renewal using the form on the other side. If the petition is granted, Cypress College will disregard the previously recorded substandard grades in the computation of your cumulative grade point average (GPA).

Before submitting the petition, please read the Academic Renewal Petition Rules below, which are based on California Code of Regulations, Sections 55764-55765, and on North Orange County Community College District Board Policy 4240 and Administrative Procedures 4240.

ACADEMIC RENEWAL PETITION RULES

1. You may be granted Academic Renewal only once at Cypress College.
2. Only units taken at Cypress College may be disregarded in computing your GPA.
3. No more than 24 units of substandard grades (D, F, NC, and NP) may be disregarded.
4. At least 12 months must have elapsed since you received the last substandard grade you wish disregarded.
5. You must have completed at least 12 units with a 2.50 overall GPA at any accredited college or university since you received the most recent substandard grade you want disregarded.
6. Official transcripts from other colleges must be on file at the Admissions and Records Office.
7. Substandard grades that were used to satisfy past graduation or transfer certification requirements cannot be disregarded.
8. The decision will be emailed to you no later than seven (7) days after submitting the petition.
9. If your petition is granted, your previous substandard grade(s) will remain legible on your transcript, but will be annotated to show Academic Renewal.
10. If your petition is granted, other institutions to which you may transfer outside North Orange County Community College District may not accept or approve Academic Renewal or your revised GPA. Each transfer institution makes its own determination of how to treat Academic Renewal.
11. After the Academic Renewal is posted to your transcript, it is irreversible.
12. To petition for Academic Renewal, you must fill out the reverse side of this form.

