



ACADEMIC RENEWAL WITHOUT COURSE REPETITION

SAN JOSE CITY COLLEGE OFFICE OF ADMISSION AND RECORDS

Last Name:	First Name:	Student ID
Email:	Phone	
Address:		

I am applying for Academic Renewal Without Course Repetition at SJCC. I am aware that I can apply for this one time only at SJCC and that, if approved, these actions are permanent and irreversible. See policy and procedures on back.

QUALIFYING FOR ACADEMIC RENEWAL I: Has at least one year (two full semesters, Fall and Spring) elapsed since the most recent term to be renewed? ___ Yes ___ No (If "No," you are not currently eligible)

QUALIFYING FOR ACADEMIC RENEWAL II: I have qualified for Academic Renewal based on one of the following:

_____	I have cumulatively completed a minimum of 12 semester units of letter grade coursework with a 3.0 GPA or higher in <u>all</u> course work completed after the most recent semester to be renewed.
_____	I have cumulatively completed a minimum of 24 semester units of letter grade coursework with a 2.0 GPA or higher in <u>all</u> course work completed after the most recent semester to be renewed.

Note: If these qualifying courses were taken out of the district, an official transcript must be attached to this form. If an official transcript was previously submitted to Admissions, a copy may be attached to this form.

COURSES FOR ACADEMIC RENEWAL: I am requesting Academic Renewal for the following SJCC courses with grades of "D," "F," or "FW." The maximum number of units to be excluded from GPA calculations is 24 semester units at SJCC.

Course (Dept. & #)	Term/ Year	Grade			Units
		D	F	FW	
		D	F	FW	
		D	F	FW	
		D	F	FW	
		D	F	FW	
		D	F	FW	
		D	F	FW	
		D	F	FW	
		D	F	FW	
				Total	

Have any of these SJCC units previously been used toward a degree at SJCC (or EVC)?

___Yes ___No (If "Yes," such units may not be used for Academic Renewal Without Course Repetition.)

Have any grades of "D," "F," or "FW" for any of these SJCC courses already been removed from your GPA through course repetition?

___Yes ___No (If "Yes," such units may not be used for Academic Renewal Without Course Repetition.)

I am aware that special programs (at SJCC and at other institutions) and transfer institutions may not honor this Academic Renewal process. My signature below indicates that I have read and understand the policy and procedures listed on the back of this form.

Student Signature: _____ Date: _____

Counselor Signature of Approval: _____ Date: _____

Admissions Signature of Verification/Approval: _____ Date: _____

Admissions Signature of Implementation: _____ Date: _____

Student and Counselor notified via email by: _____ Date: _____

Admissions and Records use Only

Completed by: _____

SJCC Overall GPA Calculations:

	Units Attempted with grades	Grade Points	Cumulative GPA
Prior to Academic Renewal:			
After Academic Renewal:			

Students who wish to petition for Academic Renewal must meet the following requirements:

1. The maximum number of units to be disregarded from GPA calculations shall be no more than 24 semester units at San Jose City College and no more than 24 semester units at Evergreen Valley College. Students do not have to select all of the courses taken in one semester for renewal; students may choose specific courses from more than one semester or term for this purpose.
2. A minimum of one year (at least two full semesters, Fall and Spring) must have elapsed since completion of the most recent term for which academic renewal is being sought.
3. To qualify, students must have completed a minimum of 12 semester units of letter grade coursework with a 3.0 GPA or higher—or a minimum of 24 semester units of letter grade coursework with a 2.0 GPA or higher—in all lower and upper division course work completed after the most recent semester to be renewed. These units may be completed in SJECCD and/or at any college or university accredited by one of the six U.S. regional accreditation agencies. The student's cumulative GPA after the most recent semester to be renewed will be used to determine eligibility for Academic Renewal. GPAs will not be rounded up.
4. Courses previously applied toward a degree in SJECCD are not eligible for academic renewal. If students have submitted a graduation petition, they must bring a copy of the petition.
5. A graded course successfully repeated (with a grade of "C" or higher) to alleviate substandard academic work (per Section 55042 of Title 5) is not eligible for academic renewal.
6. Students may only petition one time for academic renewal per college. Students do not have to be currently enrolled in SJECCD to petition for academic renewal.

When previously recorded, substandard course work is disregarded in the computation of grade point average, the permanent academic record (transcript) shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. Academic renewal actions are permanent and irreversible.

Academic Renewal granted by SJECCD does not guarantee that special programs or other institutions will honor such actions. The determination will be made by the respective program or transfer institution and is the responsibility of the student to research. Specifically, if Academic Renewal is used to earn an Associate Degree for Transfer (especially to establish a CSU-transferable GPA of at least 2.0), the college awarding the AD-T (SJCC or EVC) cannot guarantee that a CSU will accept this degree for transfer purposes. Students should check with the CSU campus(es) to which they are applying.

Financial Aid at SJECCD does not honor/allow Academic Renewal in the evaluation of Satisfactory Academic Progress (SAP). Grade point average computation for graduation with honors or other awards uses all work, including course work approved for academic renewal.

Students will request a half-hour appointment with a counselor to complete and submit the petition for Academic Renewal for that college. If a student wants to request Academic Renewal at both colleges, the student needs to meet separately with a counselor from each college and submit a separate petition to each college. Students must bring official transcripts to the appointment if using coursework from another college or university to establish eligibility for the renewal. The completed petition is submitted to the college Admissions and Records Office by the counselor from that college. The student must receive a response to the request for Academic Renewal within fifteen (15) business days.