



# Santa Monica College PETITION FOR ACADEMIC RENEWAL

Petition to be initiated through Counseling Office

LAST		FIRST		MIDDLE
STUDENT I.D. #	PHONE NUMBER		E-MAIL	
ADDRESS		CITY & STATE		ZIP CODE

Semester(s) and course(s) you are petitioning:

Semester	Course Title(s)	Semester	Course Title(s)

Will coursework from another college or university be used to meet unit/GPA eligibility? No Yes

If yes, are your official transcripts now available at the SMC Admissions Office? (this is required to process petition) No Yes

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

I request that the substandard coursework listed above be disregarded for SMC GPA calculation and unit completion purposes on the basis of the SMC Academic Renewal Policy. I understand that all of my SMC coursework will remain legible on my permanent record, ensuring a true and complete record. I further understand that my permanent record shall be annotated so that it is readily evident to all users of the record that any course disregarded may not satisfy certificate, degree, or general education course requirements. I certify that I have met the requirements listed below:

1. Petitioned coursework has not been previously used in the awarding of a SMC degree, certificate, or CSUGE certification.
2. Coursework to be disregarded is limited to 'D' and 'F' grades in courses not subsequently completed with a 'C' or higher at SMC.
3. Student's previous performance is not reflective of recent demonstrated ability. Subsequent to the coursework to be disregarded, the student must have completed a minimum of 36 semester units with at least a 2.0 GPA, or a minimum of 24 semester units with at least a 2.5 GPA, or a minimum of 15 semester units with at least a 3.0 GPA at a regionally accredited college or university. Units must be consecutive and must have begun any time after the coursework to be disregarded.
4. There must be a lapse of at least one year since completion of the most recent coursework to be disregarded.

I have read and understand the following provisions of the college policy: Academic Renewal is a process intended to facilitate degree and certificate completion and/or removal from academic probation. The student must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this policy. **Final approval of the petition will be granted by the Admissions and Records Office.**

COUNSELOR'S NAME (PRINT)	DATE
COUNSELOR'S SIGNATURE	DATE
STUDENT'S SIGNATURE	DATE

OFFICE USE ONLY

### NOTIFICATION TO STUDENT OF ACTION TAKEN

<input type="checkbox"/> Your Petition for Academic Renewal has been approved and a change has been made to your academic record with the above course(s) annotated.	
<input type="checkbox"/> Your Petition for Academic Renewal has been denied. Please see the attached explanation.	
ADMISSIONS & RECORDS DESIGNEE SIGNATURE	DATE

White: Student Permanent File

Yellow: Counseling