



Santa Monica College PETITION FOR PROGRESS 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*

**Official transcripts from the other institution must be available at the SMC Admissions Office in order to process this petition. You may not submit it until you ensure the transcripts have been received. Transcripts must come directly from the institution. Hand-carried transcripts, even if sealed, will not be accepted. Refer to www.smc.edu/transcripts for transcript policy.*

Transcripts to be used:

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

I request that the coursework listed above be disregarded on the basis of the SMC Progress Renewal Policy. I understand that all of my SMC coursework will remain legible on my permanent record, ensuring a true and complete record. I certify that I have met the requirements listed below:

1. Coursework to be disregarded is limited to Withdrawal (“W”), No Credit (“NC”), and No Pass (“NP”) notations/grades.
2. The student’s previous performance is not reflective of their 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, 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. Any Withdrawal (“W”), Incomplete (“I”), No Credit (“NC”), or No Pass (“NP”) notation/grades received during this time-frame will make the student ineligible for progress renewal.
3. 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:

*Progress Renewal is a process intended to facilitate degree and certificate completion and/or removal from progress probation. The student must meet with a counselor and complete a progress 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 Progress 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 Progress Renewal has been denied. Please see the attached explanation.	
ADMISSIONS & RECORDS DESIGNEE SIGNATURE	DATE