

DE ANZA COLLEGE
PETITION FOR ACADEMIC RENEWAL

STUDENT NAME _____ SS# _____

Academic renewal is a policy permitting students to request the exclusion of entire quarters of course work from the De Anza GPA up to a maximum of 45 units. The reverse of this form provides detailed information on the policy.

Eligibility for academic renewal requires that you meet certain criteria. Please answer these questions to determine your eligibility.

	YES	NO
1. Were the courses to be disregarded completed at least two years ago?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you receive grades of D, F, and/or NP in the quarter(s) to be disregarded?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you believe that the grades in the courses to be disregarded are not representative of your current academic abilities?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your current De Anza transcript show one of the following since the last quarter to be disregarded: <ul style="list-style-type: none"> • Completion of 45 units with a GPA of 2.0 <u>or</u> • Completion of 30 units with a GPA of 2.5 <u>or</u> • Completion of 15 units with a GPA of 3.0? 	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you understand that all courses will be disregarded in the requested quarter(s), including courses with a passing grade?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you understand that academic renewal may not be used to qualify for Honors at Graduation?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you understand that other institutions may or may not accept the adjustment in the De Anza College GPA?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "No" to questions 1, 2, 3, or 4, attach a statement explaining your reason for requesting an exception to the policy, e.g., work completed at other institutions to satisfy the requirement of No. 4.

Which quarter(s) are you asking to disregard? _____

Student signature: _____ Date: _____

Address: _____

Phone Number: _____

Submit this form to the Office of Admissions and Records. Please allow one to three weeks for processing your request.

OFFICE USE ONLY

Record of action:

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Under the authority of Sections 55764 and 55765 of the California Administrative Code, a student may ask to have substandard academic work (D, F, NCr) disregarded from their cumulative grade point average when such work does not reflect their current demonstrated ability.

A student who wishes to qualify for a degree, certificate or transfer may petition the Academic Council to disregard up to three consecutive quarters, plus a summer session, for a maximum of 45 quarter units, of work completed at De Anza College.

Academic renewal at De Anza College does not guarantee that other colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

Approval of the request is subject to the following conditions:

Two years must have elapsed since the last quarter to be disregarded was completed.

2. Since the last quarter, the student must have completed at least:

15 units with a 3.0 GPA, or
30 units with a 2.5 GPA, or
45 units with a 2.0 GPA.

Work completed at other accredited institutions may be considered by the Academic Council.

3. All work completed in the affected quarter(s), even if satisfactory, will be disregarded and not applied toward unit requirements, or GPA.
4. Although none of the units completed during the affected quarter(s) can be counted toward a degree, courses completed with grades of C or CR, or higher, may be used to satisfy subject requirements in the major or general education.
5. A student may petition only once for academic renewal.
6. The student transcript shall be annotated in such a manner that all work remains legible, ensuring the true and complete academic history.
7. A student cannot use academic renewal to qualify for Honors at graduation.