

Student Name _____ (please print)

Term and Year _____

Student ID _____ Birthdate _____

PETITION FOR ACADEMIC RENEWAL

Step #1

Address _____ City _____ State _____ Zip _____

Telephone _____

I hereby request that course work be disregarded for the following semester/semesters or quarter/quarters.

Semester & Year	Fall	Spring	Summer	
Semester & Year	Fall	Spring	Summer	
Quarter & Year	Fall	Winter	Spring	Summer
Quarter & Year	Fall	Winter	Spring	Summer
Other College Work				

STUDENT'S STATEMENT OF CERTIFICATION: (check following that apply)

- _____ 1) the work to be disregarded is not reflective of my present level of performance
- _____ 2) three years have elapsed from the time the coursework to be removed was taken
- _____ 3) have completed at least 24 units with a minimum GPA of 2.40 in a combination of transfer coursework and/or Taft College coursework since the substandard work
- _____ 4) or have completed 12 units with a minimum GPA of 3.00 in a combination of transfer coursework and/or Taft College coursework since the substandard work
- _____ 5) attach copy of unofficial transcript(s)

Student's Signature _____ Date _____ Verified by Advisor/Counselor _____

Step #2

Coordinator of Counseling Approval _____ Date _____

Step #3

Admissions Committee Chairperson _____ Date _____

*Original to Registrar
Copy to Student File*

PROCEDURE FOR PETITIONING FOR ACADEMIC RENEWAL

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- Student must have achieved a grade point average of 2.4 in 24 units or 3.0 in 12 units in a combination of transfer coursework and/or Taft College coursework since the substandard work and
- At least three years must have elapsed from the time the course work to be removed was completed.

Up to two semesters or three quarters of course work may be eliminated from consideration in the cumulative grade point average. No work taken during the disregarded terms, even satisfactory, may apply toward the Associate Degree.

1. Student will obtain the Academic Renewal Petition from the Counseling Center or online.
2. Student will complete form and indicate the two semesters to be removed. (Attach a copy of the current transcript).
3. Student will return the form to their advisor/counselor.
4. Petition will be signed off by student's assigned advisor/counselor and forwarded to the Coordinator of Counseling for final approval.
5. Petition will be forwarded to the Director of Academic Records at which time the students permanent academic record will be annotated to clearly indicate that none of the disregarded units apply to academic requirements for any degree or program offered at Taft College.

*All work will remain legible on the record to insure a true and complete academic history. This policy does not guarantee that an improvement in grade point average through Academic Renewal will be evaluated by other colleges and universities in accordance with Taft College's policy on Academic Renewal.