

**Guidelines for Petitions to Disregard Coursework,
Completed at Least 5 Years Earlier, for GPA Considerations (Academic Renewal)**

NOTE: See University policy on page 74 of the 2005-2007 General Catalog, "Removal of Coursework for Previous Terms," before filing a petition. Handwritten petitions will not be accepted.

- (1) Up to one academic year of undergraduate course work (two semesters or three quarters) that have been **completed more than 5 years earlier** can be removed from GPA considerations.
- (2) **All courses in a given academic term** (semester or quarter) will be "removed," including those with grades of "C" or better, i.e., the student is not allowed to select only courses with low grades within a given academic term.
- (3) Removal of coursework from GPA considerations is **allowed only to assist the student to graduate with his/her baccalaureate degree, i.e., if the overall GPA is less than 2.0.**
- (4) Removal of coursework is **prohibited for purposes of raising the GPA in order to enhance opportunity for admission to graduate schools, professional schools, or credential programs or for receiving honors, scholarships, or assistantships.**

The petition **must** contain the recommendation and signature from a faculty advisor. The petition must provide responses to the following two questions:

1. **What academic terms are you requesting the university to disregard** from GPA calculation?

The APC needs to have a clear picture of the specific academic terms (up to two semesters or three quarters) that you want disregarded from GPA consideration. Since the purpose of this petition is to raise your GPA so that you will be able to graduate, you need to indicate **how/why the disregarding of the specific academic terms you have selected will help raise your GPA.**

2. What was the **problem(s) during the specific academic terms** you have selected that either caused or contributed to the low performance?

The APC needs to have a **clear understanding of any problems/issues** that either caused or contributed to your inability to perform well in the courses of the specific academic terms that you want disregarded. You should be able to point out on your transcript that your academic performance either before and/or after these specific terms was "satisfactory."

Note: Students should be aware that the grades during the specific academic terms identified should be distinctly lower than earlier and/or subsequent academic terms. If the overall pattern of grades for all academic terms is very similar to those for the specific academic terms identified, then the student's petition is substantially weakened.