

ACADEMIC RENEWAL

Instructions and Supplemental Form

NOTE: See University policy in current catalog, "Removal of Coursework for Previous Terms," before filing a petition. Handwritten letters will not be accepted.

Conditions for eligibility for Academic Renewal:

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 from GPA calculations--i.e., the student is not allowed to only remove courses with low grade in the 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 one or more of the GPA's is less than 2.00. **Student must attach a copy of their graduation application (Grad Check).**
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 student's letter must provide responses to the following two questions:

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

I petition for removal of the following terms/courses of undergraduate work from GPA considerations (please attach to petition form)

Institution	Term	Course	Grade