



Academic Renewal Petition

Office Use Only

Staff _____

Date _____

The purpose of academic renewal is to disregard a portion of a student's prior substandard credit coursework. Students wishing to disregard prior work must complete the Academic Renewal Petition and submit it to the Admissions & Records Office. Please refer to the [college catalog](#) for additional information regarding Academic Renewal.

Academic Renewal is subject to the following terms and conditions:

1. A student must have completed a minimum of 24 units of lower division credit coursework at a regionally accredited community college with at least a 2.0 cumulative grade point average subsequent to the petition.
2. At least 12 months must have elapsed since the substandard credit coursework was recorded.
3. A student may request that up to 30 units of substandard credit coursework be annotated and disregarded in the computation of the student's grade point average or requirements for degree. Only those requested courses with substandard credit grades (D or F) will be disregarded.
4. All coursework, including substandard coursework, shall remain on the official record. The transcript shall be appropriately annotated to indicate that academic renewal has been applied.
5. A student may be granted Academic Renewal only once.
6. Academic Renewal by Long Beach City College does not guarantee that other institutions will honor this action. It is the student's responsibility to ensure that the transfer institution will approve of Academic Renewal from Long Beach City College.
7. Once a certificate or degree is posted on the official transcript at Long Beach City College, Academic Renewal will **not** be available.

Please list coursework to disregard: (example: ENGL 1 – Fall 2000)

Please indicate other institutions where you have completed lower division coursework that may apply towards the minimum 24 lower division unit requirement. **Official** transcripts must be on file or submitted with this petition.

Names of All Other Colleges & Universities Attended

I, _____, acknowledge I have read the terms and conditions listed above.

Last Name, First Name

Student Signature

Student ID Number

Date

Email Address

Phone #

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<input type="checkbox"/> Approved <input type="checkbox"/> Denied – see reason below	
Reviewer:	Date:
Reason:	