

ACADEMIC RENEWAL PETITION

IMPORTANT: Please read all directions and fill out the form carefully. Review all your information to make sure that it is correct before submitting to this form to admissions@lbcc.edu **The purpose of Academic Renewal is to disregard a portion of a student's prior substandard/unsatisfactory credit coursework.**

ACADEMIC RENEWAL IS SUBJECT TO THE FOLLOWING TERMS & 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 before this form can be submitted.
2. At LEAST 12 MONTHS must have elapsed since the substandard credit coursework was recorded.
3. A student may request UP TO 30 UNITS of substandard credit coursework to be annotated and disregarded in the computation of the student's Grade Point Average or requirements for degree. Note, 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 ► Include Course Title, Grade, Semester & Year the class was taken:

COURSE TITLE (EX: ENGL 1)	SEMESTER (EX: FALL/WINTER/SPRING/SUMMER)	YEAR (EX: 2010)	GRADE (EX: D or F)

Have you completed Lower Division coursework at another institution? YES NO If YES, indicate below. Please indicate other institutions attended where you have completed Lower Division coursework that MAY apply towards the minimum Lower Division Requirement. **OFFICIAL TRANSCRIPTS** must be on file and/or submitted with this petition.

NAME OF COLLEGES/UNIVERSITY ATTENDED	YEAR OF ATTENDANCE

I, _____, acknowledge that I have read and agreed to the terms & conditions listed above.

LAST NAME, FIRST NAME

STUDENT SIGNATURE: _____ STUDENT ID#: _____ DATE: _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____ - _____

OFFICE USE ONLY

APPROVED DENIED

REASON: _____

Student Notified: YES

NO

DATE: _____ STAFF INITIALS: _____