

ACADEMIC RENEWAL PETITION



Academic Renewal Information

The purpose of **Academic Renewal** is to disregard a student's previously recorded substandard academic performance when such work does not reflect current demonstrated ability. Please see Academic Renewal Policy and Procedures information in the back of this page, this information can also be found in the Hartnell College Catalog.

Note: Students may also seek Grade Alleviation, please stop by and speak with a Counselor for more information.

STUDENT NAME		HARTNELL ID#	
EMAIL	PHONE NUMBER		
DATE OF BIRTH	STUDENT GPA		

Option 1) Semester(s)/Year(s) I would like to petition for Academic Renewal are (Not to exceed 30 semester units)

Semester(s)	Semester(s)	Semester(s)	Semester(s)	Semester(s)
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Option 2) Course(s) I would like to petition for Academic Renewal are (Not to exceed 30 semester units)

Semester Taken	Course Name & #	Grade	Semester Taken	Course Name & #	Grade

Comments:

Student Signature:	Date:
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COUNSELING FACULTY USE ONLY

Counselor Signature:	Date:
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Comments:

ADMISSIONS & RECORDS OFFICE USE ONLY

Approved Denied	Admissions & Records Dean Signature:	Date:
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Academic Renewal posted on Academic Record (Date):	By:
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Comments:

Academic Renewal Guidelines

Academic Renewal Policy and Procedures BP/AP4240
Submit completed form to the Office of Admissions and Records

Academic Renewal Policy

Students may petition to have their academic record reviewed for academic renewal of substandard (D, F, NC, NP Grades) academic performance under the following conditions:

- Students must have achieved a cumulative grade point average of a minimum of 2.0 since the end of the term to be disregarded at Hartnell.
- The student has completed 18 semester units since the end of the term to be disregarded leading to a certificate, associate degree, or university transfer requirements at Hartnell or work completed at another institution. If a student chooses to use courses completed outside of Hartnell College, the student will submit an official transcript documenting those units to Admissions and Records prior to, or at the time of petitioning for Academic Renewal. Unofficial transcripts will not be accepted.
- At least one year must have elapsed from the time the course work was completed to be removed.
- Up to 30 semester units of substandard coursework may be eliminated from consideration in the cumulative grade point average computation.
- Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.
- A student may be granted academic renewal only once.
- Academic renewal actions are irreversible. The student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
- Academic renewal by Hartnell College does not guarantee that other institutions will honor the elimination of units from consideration in the grade point average. It is a student's responsibility to confirm with a transfer institution whether academic renewal will be accepted.

Procedures

1. Students can pick up an Academic Renewal Petition in the Admissions & Records Office.
2. The student completes and submits the Academic Renewal Petition to a Counselor who verifies that all of the above eligibility conditions have been met.
3. The student then submits the Academic Renewal Petition to the Admissions & Records Office for review and approval/disapproval.
4. The Dean of Enrollment Services or designee will review and process the Academic Renewal Petition within 10 working days from receipt of the petition.
5. If there are any questions about the Academic Renewal Petition, the Dean of Enrollment Services or designee will contact the student immediately by phone or email.
 - a. If approved, the Academic Renewal Petition will then be processed and annotated as having updated the student's academic record.
 - b. If disapproved, the petition will be not be processed. An explanation of why it was disapproved will be annotated on the petition and returned to the student.
6. The final decision of the Academic Renewal Petition will be emailed to the student.