



# Petition for Academic Renewal

Student Name \_\_\_\_\_  
*Last Middle First*

ID# \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Procedures**

1. Student secures the regulations and petition form in the Admissions and Records Office.
2. Student submits official transcripts from all other accredited colleges/universities attended to the Admissions and Records Office. Please send all transcripts electronically.
3. Student schedules a counseling appointment for a consultation with a College counselor.
4. Steps for submitting an Academic Renewal:
  - Student submits the completed form to the Admissions and Records Office.
  - If approved, the Admissions and Records Office staff shall indicate the excluded units for Academic Renewal on the permanent record.
  - An email will be sent to the student once the petition has been reviewed.
  - Students are responsible for submitting corrected transcripts to receiving institutions or individuals.

List ALL regionally accredited colleges attended and submit official transcripts. ALL transcripts must be on file before you petition for academic renewal. Please send transcripts electronically.

College \_\_\_\_\_ City/State \_\_\_\_\_

College \_\_\_\_\_ City/State \_\_\_\_\_

College \_\_\_\_\_ City/State \_\_\_\_\_

College \_\_\_\_\_ City/State \_\_\_\_\_

I request that the units for the courses listed below be excluded from my permanent record in accordance with the rules and regulations of the Academic Renewal Policy as described on the reverse side of this form.

\_\_\_\_\_  
**Student Signature** **Date**

Class Name and Number	Units	Grade	Semester	Year

I have reviewed with this student the policies and regulations concerning Academic Renewal.

\_\_\_\_\_  
**Counselor Signature** **Date**

**Office Use Only**

The units for the courses listed above have been excluded from this student's record and the permanent record annotated as academic renewal.

\_\_\_\_\_  
**Admissions and Records Evaluator** **Date**

Academic renewal procedures permit a maximum of thirty (30) units of previously recorded substandard coursework to be disregarded in the computation of a student's grade point average if it is not reflective of a student's demonstrated ability.

The units proposed for exclusion must have been taken at MiraCosta College at least one (1) year prior to the petition, and the student must have completed a minimum of fifteen (15) units with a GPA of 2.0 or better (on a 4.0 scale) subsequent to the completion of the units the student is petitioning to exclude. No units may be excluded for coursework that has previously been used to fulfill degree, certificate, or transfer certification requirements.

Students must meet with a counselor prior to submitting his or her petition for academic renewal to the office of Admissions and Records. Students should also consult with the Financial Aid Office to determine the potential impact of academic renewal on aid eligibility.

The excluded units remain on the record annotated as academic renewal. No excluded units can be reinstated. The permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. These procedures shall 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.

*(Source: MCCCCD Administrative Procedure 4240)*