



# ACADEMIC RENEWAL PETITION

Admissions & Records ~ 900 Otay Lakes Road ~ Chula Vista, CA 91910 ~ (619) 421-6700, ext. 5215 or 5216

Name	Semester/Session & Year
SWC ID#	Your Telephone # (     )
Email Address	<b>Outcome of petition will be emailed to student</b>

**CONDITIONS OF ELIGIBILITY FOR ACADEMIC RENEWAL:**

1. Academic Renewal is awarded only once at Southwestern College.
2. Only substandard grades will be renewed (D or F grades).
3. At least one year must have elapsed since the most recent coursework to be disregarded was completed.
4. Maximum of 30 units may be eliminated.
5. Have completed, at any accredited postsecondary institution, 12 semester units with at least a 2.5 GPA or 18 semester units with at least a 2.0 GPA.
6. Official transcript(s) from any college where you have earned units for the purpose of Academic Renewal must be on file with Admissions & Records.
7. Courses used to fulfill the requirements of previously earned degrees or certificates are not eligible.
8. Up to 30 units may be eliminated by Academic Renewal; however, these units will still be counted as attempted units for Financial Aid purposes. Some restrictions apply for Financial Aid and Veteran students who are receiving benefits through this service. **See back for further explanation.**

LIST THE REQUESTED COURSES			
Semester & Year	Course Title & Section Number	Grade Earned	# of Units
		D / F	
		D / F	
		D / F	
		D / F	
		D / F	
		D / F	
		D / F	
		D / F	
		D / F	
		D / F	
		D / F	
		D / F	

- I acknowledge that I meet all the requirements for Academic Renewal and this action cannot be reversed. I can be granted Academic Renewal only once at Southwestern College.
- I acknowledge that I have met with an academic Counselor to review the guidelines and classes that are eligible for Academic Renewal.
- If applicable*, I'm a financial aid applicant or recipient and I understand that I have reviewed the Financial Aid implications of completing Academic Renewal.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ADMISSIONS USE ONLY**

APPROVED  Admissions Director/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

DENIED  Reason for Denial: \_\_\_\_\_

NOTES: \_\_\_\_\_

# Academic Renewal Petition

**PLEASE READ THIS ENTIRE DOCUMENT BEFORE SUBMITTING YOUR PETITION**

Students may be granted academic renewal under the following conditions:

- a) Only substandard grades will be renewed (D or F grades)
- b) At least one year must have elapsed since the most recent course work to be disregarded was completed
- c) Must have completed 12 semester units with at least a 2.5 GPA **or** 18 semester units with at least a 2.0 GPA after the last requested class. In-progress semesters cannot be included.

If the above conditions are met, academic renewal shall be granted consisting of the following:

- d) Maximum of 30 units may be eliminated
- e) Courses used to fulfill the requirements of previously earned degrees are not eligible
- f) Decisions are irreversible and permanent

If approved, the disregarded coursework will be annotated on the student's permanent academic record in such a manner that all work remains legible, ensuring a complete academic history. In addition, Academic Renewal will be granted only once at Southwestern College.

Official transcripts from any college where you have earned units for the purpose of Academic Renewal must be on file with the Admissions & Records at the time of request. Hand delivered transcripts are not acceptable.

**Please request official transcripts to be mailed to the address listed below:**

Southwestern College  
ATT: Admissions & Records  
900 Otay Lakes Road  
Chula Vista, CA 91910

## **FINANCIAL AID STUDENTS:**

While up to 30 units may be eliminated from the GPA calculation these units will still be counted as attempted units for Financial Aid purposes. Students may take advantage of academic renewal to improve their GPA but must remember that all units attempted (including those disregarded under academic renewal) will be included in the Satisfactory Academic Progress (SAP) calculation for maximum time frame. To maintain financial aid eligibility, students cannot attempt more than 150% of the units required for completion of their declared program of study (including transferable units from other institutions). Please consult with Financial Aid if you have questions.

## **VETERAN STUDENTS:**

Given that if a student chooses to petition for academic renewal to repeat a course that was successfully completed just to improve his/her GPA, that course cannot be certified to the VA, successfully completed (D grade in many cases) classes may not be certified again for VA purposes if they are repeated. If a student fails a class or if a program requires a higher grade in a class in which the student has already achieved a satisfactory grade, the class may be repeated and certified to the VA again. Students who are receiving Veteran Benefits should consult with a Veteran's Specialist prior to requesting academic renewal.