Riverside Community College District
ACADEMIC RENEWAL WITHOUT COURSE REPETITION

Name: Last First M.I. Social Security Number or student ID#

Address: No. & Street City State Zip (_____) Telephone Number

E-mail Address:

The academic renewal procedure will permit previously recorded substandard course work, which is not reflective of a student's demonstrated ability, to be eliminated in calculating the Riverside Community College grade point average. The guidelines for academic renewal are as follows:

1. **A student may request academic renewal for not more than two terms of substandard grades and credits, which are not reflective of a student's present ability and level of performance.**
2. **At least two terms of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the term(s) to be disregarded in calculating the GPA obtained at RCC. If you are using coursework from another college or university, an official transcript is required.**
3. **If the renewal is approved, the student's permanent record will be annotated so that it is readily evident to all users of the record that no units of substandard work (grades of D, F, or NC and NP) taken during the particular term(s), will apply toward graduation or other unit commitment. However, all work will remain legible on the permanent record to ensure a true and complete academic history.**
4. **A student may be granted academic renewal only once.**
5. **A student may repeat work taken during academic renewal terms unless the student has received three substandard grades or has attempted the class five times (including W's).**

TERM(S)/UNITS TO BE ELIMINATED IN THE CUMULATIVE GPA COMPUTATION

Term/Year List Classes

Term/Year List Classes

If using coursework from another college/university to meet 24 unit requirement, please list name of institution here:

Student Signature Date

OFFICE USE ONLY

_____ Two terms of college work (24 units) completed at any accredited college or university subsequent to the substandard semesters.

_____ GPA of 2.0 in two terms (24 units) completed at any accredited college or university subsequent to the substandard terms.

_____ Academic renewal approved and processed once previously.

❑ Approved ❑ Disapproved Comments:

_____ GPA Prior to Academic Renewal

_____ New GPA

Director, Admissions and Records Date

Completed by Admissions and Records Date