Cabrillo College
Breakthroughs happen here.™

Academic Renewal Request

Student Information:

Name: _____

Student ID
or SSN: _____ Phone Number: _____

Address: _____

Signature: _____ Date: _____

A&R Office Use Only:

Action Taken: _____

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_____

Date: _____ By: _____

Instructions: Complete this form and bring it to a counseling appointment. If the subsequent units were completed at a school other than Cabrillo, official transcripts are required.

Academic Renewal: Academic renewal is an option available to those students whose past academic record does not reflect their current demonstrated level of academic performance. The intent of academic renewal is to alleviate such a record and thereby facilitate a student's progress toward graduation, certification, or transfer.

A student may request that his/her record be reviewed for academic renewal by the Academic council under the following conditions:

- Two years have elapsed since the substandard grades were awarded. (Substandard grades are defined as "D," "F," or "NP.");
- The student has subsequently completed 12 units of letter-graded work with a 3.0 grade point average or 24 units of letter-graded work with a 2.0 grade point average;
- Not more than 30 units may be renewed;
- A prerequisite course in a sequence of courses within a discipline for which the subsequent course has been completed with a satisfactory grade may not be renewed.

Explanation: Please describe, in detail, your situation and provide all background information necessary. Please include educational objectives, name of the course, section number, semester attended and name of instructor. (Use reverse side of this form if necessary.) _____

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Counselor Area: Please attach the student's transcripts noting the courses to be renewed and turn in to the Admissions & Records Office. _____

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Counselor Signature: _____ Date: _____