

# MENDOCINO COLLEGE PETITION FOR ACADEMIC RENEWAL *OR* RECORD ADJUSTMENT

Please note: Incomplete petitions will not be processed and will be returned to the student.

Date: \_\_\_\_\_ SSN/Colleague ID#: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

## Academic Renewal

### Policy Statement:

When previously recorded college work is substandard (grades of "D", "F", "No Credit", "No Pass"), and not reflective of the student's present level of demonstrated ability, a student may petition the Director of Admissions and Records to have the substandard college work disregarded. To petition, the following conditions must be met:

1. Two academic years have elapsed since the substandard work was recorded,  
AND
  2. The student has subsequently completed 15.0 units of college work at Mendocino College or at another institution\* with a grade point average of 2.00.
- The Mendocino College permanent academic record shall be annotated in such a manner that all course work remains legible. College work from another institution is not annotated in any manner by Mendocino College, but the result of the renewal will be counted for scholarship or graduation requirements.
  - The student may request up to 24 total units of substandard work be annotated and not considered in the computation of the student's grade point average or requirements for the degree.
  - Academic renewal cannot be used to set aside semesters containing units or course work which has been used to meet graduation requirements.
  - Academic renewal cannot be used to raise the grade point average in order to qualify for graduation with honors unless the student goes through an appeal process, through the Academic Review Committee, and that committee grants the right to honors.

*\*Submission of an accurate and legible transcript required.*

Course Title	Semester/Year	Units	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student's Signature: \_\_\_\_\_

## Record Adjustment

**Policy Statement:** A student may not repeat a course for units toward graduation in which s/he has received a grade of "C" or higher.

If a student receives a grade of "D", "F", "NC" or "NP," the student may repeat the course once and receive a new grade; however, the listing of the original grade will remain on the student's permanent record. The course repetition will be annotated on the transcript and all work will remain legible insuring a true and complete academic history. The units of the best grade will be counted toward graduation.

1. Non-repeatable courses repeated due to a substandard grade will be automatically adjusted and the best grade included in the computation of the grade point average.
2. Course work repeated at another accredited institution may be used to adjust equivalent substandard Mendocino College coursework upon request and submission of an accurate and legible transcript.
3. Repeatable courses for which a substandard grade was received may be adjusted upon request.

### ORIGINAL COURSE(S) TAKEN AT MENDOCINO COLLEGE ONLY

MC Course Title	Semester/Year	Units	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### REPEATED COURSE – COMPLETED AT MENDOCINO OR OTHER COLLEGE \*

Course Title	College Attended	Semester/Year	Units	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*\*Submission of an accurate and legible transcript required.*

Student's Signature: \_\_\_\_\_

\*\*\*\*\* ADMINISTRATIVE USE ONLY BELOW THIS LINE \*\*\*\*\*

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Comments: \_\_\_\_\_

STAC Adjusted: \_\_\_\_\_ Academic Standing Updated: \_\_\_\_\_ Adjusted by: \_\_\_\_\_ Date Adjusted: \_\_\_\_\_