PETITION FOR ACADEMIC RENEWAL/RECORD ADJUSTMENT

MENDOCINO COLLEGE

_____
LAST NAME   FIRST   MIDDLE   OTHER NAMES USED or MAIDEN NAME

MC STUDENT I.D. or SSN/ITIN_____   PHONE NO. (_____)_____

MAILING ADDRESS_____
                    NUMBER   STREET

_____
                    CITY   STATE   ZIP CODE

DIRECTIONS: Please read the conditions of Academic Renewal/Record Adjustment on the back of the page. Adjustments completed through this process are irreversible. If conditions were satisfied through coursework completed at another college/university, official transcripts from the other colleges/university <u>must</u> be submitted to Admissions and Records <u>before</u> the academic renewal or record adjustment process can be completed.

ACADEMIC RENEWAL: List each course you wish to have adjusted through academic renewal.

Academic Renewal cannot be applied toward semesters containing units or coursework which has been used to satisfy graduation requirements.

Course Title	Semester/Year	Grade Assigned
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RECORD ADJUSTMENT: List Each course completed at Mendocino College and the equivalent course completed at another college/university.

Mendocino College Course Title	Semester/Year	Other College Course Title	College Attended	Semester/Year
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I HAVE READ AND UNDERSTAND THE CONDITIONS LISTED ON THE REVERSE OF THE PETITION:

_____
Student Signature   **Date**

For Office Use Only

Remarks:_____

_____
Reviewed by:_____   Date:_____

Academic Renewal Conditions:

1. When previously recorded substandard grades ("D", "F", "NC", "NP") are not reflective of the student's present level of demonstrated ability, a student may petition to have their academic record reviewed for academic renewal under the following conditions:

   a. Two academic years have elapsed since the substandard grades were recorded, AND

   b. The student has subsequently completed 15.0 units of college work at Mendocino College, or at another regionally accredited college/university, with a grade point average of 2.00 or better, AND

   c. The coursework for which renewal is requested did not occur in a semester in which courses/units were used to satisfy graduation requirements.

2. If the above conditions are met, academic renewal will be granted and consist of:

   a. Removing from the cumulative grade point average up to 24 semester units of coursework (as designated by the student).
   b. Annotating the student's academic record indicating where courses have been removed from the cumulative grade point average by academic renewal approval.
   c. Academically renewed courses will remain on the academic record.

3. Academic Renewal cannot be applied to grades of "W".

4. Academic Renewal adjustments are irreversible.

5. Academic Renewal cannot be used to raise the grade point average in order to qualify for graduation with honors unless approved through Academic Review Committee action.

6. Students that have completed the additional 15.0 units at another regionally accredited college/university must submit an official transcript from that college/university as part of the petition process.

Record Adjustment Conditions:

1. When a grade of "D", "F", "NC", "NP" is received, a student may repeat the course and the student record annotated, and cumulative grade point average adjusted, to reflect only the most recent grade earned.

2. Original coursework and the grade earned will remain listed on the academic record.

3. An annotation of course repeat will be placed on the academic record.

4. Non-repeatable courses repeated due to a substandard grade (see above) will be automatically adjusted and the most recent grade included in the grade point average.

5. Coursework repeated at another regionally accredited college/university may be used to adjust equivalent substandard Mendocino College coursework upon request through this petition. Submission of an official transcript from the college/university where the subsequent coursework was completed must be submitted as part of the petition for record adjustment process.

6. Repeatable courses for which a substandard grade was received may be adjusted upon request through this petition.