



ACADEMIC RENEWAL REQUEST

Admissions & Records Office
Phone: (323) 953-4000, ext. 2104
Email: admissions@lacitycollege.edu
Mon – Thurs, 8 am to 7 pm
Fri, 8 am to 2 pm

ACADEMIC RENEWAL: Academic Renewal Policy allows up to a maximum of 30 units of coursework taken within the LACCD for which grades of D or F were received to be removed from a student's grade point average calculation if the requirements below are met. The original grade will still appear on the transcript with a notation indicating academic renewal has been granted. Processing time is 10 business days and the change will be reflected on your online transcript.

This policy is adopted for use in the Los Angeles Community College District only (Board rule 6700). Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

REQUIREMENTS:

- Student must have achieved a grade point average of 2.5 in their last 15 semester units or 2.00 in their last 30 semester units completed at any accredited college or university.
- At least one calendar year must have passed since the course work to be removed was completed.

NAME: _____ STUDENT ID: _____
Last, First MI

Email: _____ DATE: _____

I am requesting Academic Renewal for the following courses:

Semester/Year	Course	Grade	Semester/Year	Course	Grade
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

LIST ALL THE COLLEGES AND UNIVERSITIES YOU HAVE ATTENDED IN ADDITION TO LOS ANGELES CITY COLLEGE

A current official transcript from each college/university you listed below must be submitted to the Admissions and Records Office prior to submit this request. However, if the college you listed is one of our "sister" campuses within the Los Angeles Community College District (LACCD), a transcript is unnecessary. LACCD regulation requires we accept only transcripts mailed or electronically submitted directly to LA City College Admissions office from college to college. A transcript issued to student will not be accepted.

Name of College or University	Dates Attended
_____	_____
_____	_____
_____	_____

FOR ADMISSIONS AND RECORDS USE ONLY	Determination:	Approved	Denied
Notes: _____			

Authorized Signature: _____ Date: _____