



ACADEMIC RENEWAL PETITION
Office of Admissions and Records

Name _____ Last First	Student ID# _____
Address _____ Number Street	Date of Birth _____
City State Zip	Email _____
	Contact Number _____

DIRECTIONS: Please read conditions of Academic Renewal on back of page. *Official transcripts of all institutions attended or presently attending must be mailed by the institution directly to Los Angeles City College Admissions Office prior to submitting this petition. Hand delivered transcripts are not accepted.*

List other colleges attended (Transcripts must be on file with LACC Office of Admissions).

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|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

COURSES USED FOR GRADUATION OR CERTIFICATION CANNOT BE ACADEMICALLY RENEWED

List individual courses requested to be removed from academic Grade Point Average (GPA)

Section #	Course	Semester/Year	Section #	Course	Semester/Year
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Student's Signature _____ **Date** _____

OFFICE USE ONLY

Remarks

Evaluated By _____ **Date** _____

ACADEMIC RENEWAL

1. Transcripts of File: Official transcripts from all institutions need to be mailed directly from the institution to the Office of Admissions at Los Angeles City College. Hand delivered transcripts are not acceptable.

**Attn.: Office of Admissions
Los Angeles City College
855 N. Vermont Avenue
Los Angeles, CA 90029**

2. Students may petition to have their academic record reviewed for academic renewal action under the following conditions:
 - a. Student must have achieved a grade point average of 2.5 in their last 15 semester units or a grade point average of 2.0 in their last 30 semester units.
 - b. At least one calendar year must have elapsed from the time the course work to be removed was completed.
3. If the above conditions are met, academic renewal shall be granted, consisting of :
 - a. Removing from consideration in the cumulative grade point average **up to 30 semester units** of course work.
 - b. Annotating the student's academic record indicating where courses have been removed by academic renewal action.
4. Academic Renewal actions are irreversible.
5. Graduation honors and awards are to be based on the student's cumulative grade point average for all college work attempted.
6. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to attend another college should contact the institution regarding its policy. (Board rule 6700).
7. Permanent record will show application of this policy by parenthesis placed around grade, units, and grade points. The grade parenthesis will be asterisked and the following notation placed at the first available space below listing of all removed course work.

Procedures:

1. **Fill out form completely**
 2. **Submit to the Office of Admissions for processing**
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