

PLEASE PRINT

Reset Form

**Admissions & Records Petition
Academic Renewal**
(REQUEST TO DISREGARD PREVIOUS WORK)

Rec'd By _____
Date _____



Petition refers to: Fall _____ Spring _____

Summer _____

Student Name _____

Date of Birth _____

Mailing Address _____

SCC Email Address _____

City _____ State _____ Zip _____

SCC ID# _____

COURSE(S) TO BE DISREGARDED:

Example: Course: Math 011 Course Title: Elem. Stats Units: 3.0 Semester: Fall 2017

Course _____ Course Title: _____ Units: _____ Semester _____

Course _____ Course Title: _____ Units: _____ Semester _____

Course _____ Course Title: _____ Units: _____ Semester _____

Course _____ Course Title: _____ Units: _____ Semester _____

Course _____ Course Title: _____ Units: _____ Semester _____

Comments:

Student Signature _____

Date _____

Telephone No. _____

OFFICE USE ONLY

Admissions and Records Director or designee Approve? ☐ Y ☐ N

Entered in Banner? ☐ Y ☐ N

Notification Email ☐ Y ☐ N (initials/date) _____

Comments: _____

Academic Renewal Information and Instructions

Requirements to qualify for Academic Renewal:

- Students can request multiple times with no unit cap on the amount of coursework eligible
- Students must have completed 6 units with a 2.0 minimum GPA, completed those units with a passing grade at any post-secondary, regionally accredited institution(s) at any time after the academic term of the coursework they are requesting be disregarded
- Courses of which a "D" was recorded at the time of degree/certificate shall be eligible for post-award academic renewal; provided that all of the following conditions are met:
 - The process does not invalidate or alter the previously earned awarded degree/certificate and shall apply solely to the recalculation of the students GPA.
 - The course(s) in which the "D" was recorded was not required, at the time of the degree/certificate to:
 - Achieve the minimum 2.0 GPA for the award
 - Complete the minimum degree/certificate-applicable units
 - Satisfy a general education, major or certificate requirement

If units from outside Solano are to be considered, please have an official transcript sent to the Solano College Admissions & Records office before submitting this form.

The permanent academic record will be coded to indicate that the original grades will not be reflected in the grade point average (GPA); however, the courses will remain on the permanent record.

Courses eliminated under this policy (including grades of "D" and below) may not be applied toward any degree or certificate requirement.

Academic renewal does not allow a student to repeat courses they have already repeated the maximum number of times.

Instructions:

1. Complete form
2. Have any **official** transcripts from other colleges sent to A&R for consideration.
3. Submit form to Admissions and Records – admissions@solano.edu or in person Bldg 400.
4. Admissions & Records will review and email student's copy to their SCC email within ten (10) business days.
5. If approved Admissions & Records will process and the students transcript will be updated.

Please review the section on Academic Renewal in our catalog for more information.