



# City College of San Francisco

## OFFICE OF ADMISSIONS AND RECORDS

50 Frida Kahlo way, Multi Use Building 180, San Francisco, CA  
94112 Phone: (415) 239-3286 FAX (415) 239-3936, admit@ccsf.edu

### Petition for Academic Renewal/Exclusion Instructions

*Submit the completed Petition to MUB - 180*

A student may petition to have previous substandard college grades of “D”, “F”, or “FW” excluded from grade point average calculations if that work is not reflective of the student’s present level of performance. However, to ensure a true and complete academic record, the permanent academic record will show all of the student’s course work, including excluded classes.

#### **A request for Academic Renewal will be granted under the following conditions:**

1. A student must have completed at an accredited college at least **12** degree-applicable semester units with a cumulative **3.0 GPA**, **18** degree-applicable semester units with a cumulative **2.5 GPA**, or **24** degree-applicable semester units with a **2.0 GPA**. These units must be earned subsequent to the last grade of “D”, “F”, or “FW” to be excluded. Withdrawals: “W” & “EW” are ineligible for Renewal.
2. At least one year from when the substandard grade was posted must have elapsed since the **last** “D”, “F”, or “FW” grade to be excluded. (**Exception: students will not need to wait one year for eligibility when simultaneously petitioning to graduate**).
3. A maximum of 24 units may be excluded from the grade point average calculation.
4. A student’s official transcript will include a notation that an Academic Renewal was granted.
5. Once an Associate Degree has been awarded at City College, courses taken prior to the awarding of the degree cannot be excluded.
6. Academic Renewal is granted one time only.
7. Incomplete grades: I, I/F, I/D, I/C, I/B, I/A, or **RD**, must be updated to a complete grade for eligibility.

#### **Students are reminded of the following:**

- Only courses taken at City College qualify for Academic Renewal. Suppose a student is no longer attending City College & is attending another institution & does not meet the unit/GPA requirements based on the student's CCSF record. In that case, we will need official transcripts from the student's current institution.
- Some destination transfer institutions may not accept Academic Renewal and may recalculate the grade point average with the substandard grades. **Students who plan to transfer to other institutions should contact the receiving transfer institution and ask how they apply grade exclusions (Academic Renewal).**
- Only transcripts from accredited institutions with degree applicable courses will be accepted as proof of improved course work to meet Academic Renewal eligibility requirements.

Academic Renewal grade exclusions may affect units needed for transfer or for graduation. **No petition will be accepted without a counselor’s signature.**

**IMPORTANT:** *In compliance with section 55764 of the California Code of Regulations all excluded courses will remain on the student’s permanent record to ensure a true and complete academic history.*



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## OFFICE OF ADMISSIONS AND RECORDS

### PETITION FOR ACADEMIC RENEWAL/EXCLUSION

<b>Student Name</b>			<b>Student I.D.</b>
<b>Last</b>	<b>First</b>	<b>Middle</b>	
<b>Address</b>			<b>Birth Date</b> <b>Phone #</b>
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Email</b>

**Anticipated Graduation Term:** \_\_\_\_\_

**Graduation Petition submitted to Admissions & Records:**    Yes \_\_\_\_\_ No \_\_\_\_\_

**SUBMIT COMPLETED PETITION TO MUB, 180**

Subject/Course	Semester/Year	Units	Grade	Granted	Denied

**Please check box if official transcript(s) from other college(s) is/are included.**

**Student's Signature** \_\_\_\_\_      **Date** \_\_\_\_\_

\_\_\_\_\_  
**Counselor**                                      **Counselor Signature (Required)**      **Date**                                      **Phone #**                                      **Mailbox**  
 (Print name clearly)

FOR OFFICE USE ONLY					

REVISED TOTALS AFTER EXCLUSION					
Original G.P.A.	G.P.A. Hours	Earned Hours	Excluded Hours	Quality Points	Revised G.P.A.

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Posted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_