

**IMPERIAL VALLEY COLLEGE**  
Office of Admissions and Records  
**ACADEMIC RENEWAL PETITION**

**\*\*BEFORE COMPLETING PETITION READ THIS PAGE CAREFULLY\*\***

Academic Renewal is a policy to exclude grades of D or F from the calculation of a student's grade point average (GPA), without repeating the courses, because they are not reflective of the student's true academic ability.

If granted, the courses and grades remain on the student's transcript as required by law, but are annotated as excluded from the calculation of the GPA due to academic renewal.

Academic renewal applies to grades of D and F only. They may have been in terms when grades of C or higher also were received in other courses, or in terms when all grades earned were Ds or Fs. A maximum of 30 units may be excluded.

Only courses completed at IVC may be academically renewed by this institution. To have grades earned at other colleges or universities excluded from the calculation of the overall GPA, students must contact the institution where the courses were completed to determine if academic renewal is possible.

Academic renewal should be requested only for courses the student does not plan to repeat. When courses are repeated, the previous grade earned will automatically be excluded from the calculation of the GPA due to the repeat process.

Grades of D which have been used to fulfill requirements for a degree or certificate already earned cannot be academically renewed.

Courses for which grades and units have been academically renewed will not be used to meet certificate or degree requirements.

Students may petition for academic renewal one time only; once academic renewal has been granted, it may not be reversed.

Institutions to which students transfer may or may not honor academic renewal granted by IVC.

**REQUIREMENTS**

1. Two or more years must have passed since the last grade requested for renewal was earned.
2. One of the following minimum cumulative GPAs must have been earned for all courses taken at all colleges or universities attended since the last grade requested was awarded. All grades and units (including repeats) earned between that term and the date of academic renewal will be used for unit and GPA calculation.

15 graded semester units*	3.00 GPA
20 graded semester units*	2.50 GPA
30 graded semester units*	2.00 GPA

\*For Academic Renewal purposes "graded" units do not include marks of W, I, MW, or grades of CR, P, NC, NP.

**TO APPLY:** A counselor must be consulted before petitioning for Academic Renewal. Complete the following form in full with every blank filled in and every question answered. If you do not have all phone numbers requested, indicate "N/A." ***After obtaining the Counselor's signature in the space provided, submit the completed form*** to the Admissions and Records Office. You may bring it in person, fax it to (760) 355-2663, or mail it to Admissions & Records, 380 E. Aten Road, Imperial, CA 92251. Processing may take up to two weeks. You will be notified of action taken by mail, email or phone.

**IMPERIAL VALLEY COLLEGE**  
Office of Admissions and Records  
**ACADEMIC RENEWAL PETITION FORM**

**Note:** Read the information page in full BEFORE completing this form. If you do not meet the requirements, do not continue. You must consult with an IVC counselor before petitioning for Academic Renewal.

**Social Security or Student ID #** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
Last, First, Middle (your name as it appears on your IVC records) Check 1: Home Work Cell

**Mailing Address** \_\_\_\_\_  
Street or PO Box # City State Zip

**E-mail Address** \_\_\_\_\_

**Using your WebSTAR transcript, list each course for which you are seeking academic renewal:**

	<u>Term &amp; Year</u>	<u>Course Department &amp; #</u>	<u>Grade Earned D or F Only</u>	<u># Units</u>
<b>Example:</b>	Fall, 2015	BUS 100	F	3
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

**At least 2 years have passed since the most recent term above has ended. I am seeking academic renewal for the courses listed above based on the following (see requirements on 1st page):**

**Check 1:**  15 units with 3.00 GPA  20 units with 2.50 GPA  30 units with 2.00 GPA

**Have you attended any college or university other than IVC since the most recent course listed above was completed?**  No  Yes **If yes, list all colleges and universities attended:**

\_\_\_\_\_

You must request official transcripts be sent directly to the Admissions and Records Office at IVC, AND verify they have been received before submitting this petition.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Counselor's printed name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Admissions and Records Office Use Only*

Approved  Denied By \_\_\_\_\_ Date \_\_\_\_\_