



Los Angeles Community College District Petition for Academic Renewal (AP 4240)

Last Name: _____ First Name: _____ Phone: _____

Student ID # _____ Date of Birth: _____ Email: _____

Students may request Academic Renewal at any of the nine LACCD colleges. Students must meet with a counselor to complete this petition.

Official transcripts from non-LACCD colleges must be on file with the Admissions and Records Office at the college processing the petition.

Exception: If you have received a degree or certificate from any of the LACCD colleges, please file the academic renewal at the college where the degree or certificate was awarded.

List other colleges attended (official transcript must be on file):

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

COURSES PREVIOUSLY APPLIED TOWARDS GRADUATION OR GE CERTIFICATION CANNOT BE ACADEMICALLY RENEWED List the individual courses requested to be removed from cumulative Grade Point Average (GPA)

College	Course	Semester/Year	College	Course	Semester/Year
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Student Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

OFFICE USE ONLY

Mark the college processing the petition: ELAC LACC LAHC LAMC LAPC LASC LATTC LAVC WLAC

Date Processed: _____ Staff Initials: _____ A&R Staff Name: _____

Approved: _____ Denied: _____

College Comments: _____

ACADEMIC RENEWAL

Title 5, California Code of Regulations, Section 55046, LACCD AP 4240

Per Title 5 Section 55046 and AP4240 Academic renewal is a process intended to facilitate transfer, degree and certificate completion, and removal from academic probation or academic disqualification. The student must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the Vice President of Student Services or designee. Academic renewal is irreversible.

Students may petition at any of the LACCD colleges to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- a. Coursework to be disregarded is limited to substandard credit coursework (coursework completed with **“D” and “F” grades**) in courses not subsequently completed with a **“C”** or better at the LACCD colleges; and
- b. At least one **(1) academic term** (fall, winter, spring, summer) must have passed since the academic term when the coursework to be disregarded was completed.

To qualify for academic renewal, students must have completed credit coursework at a United States regionally accredited institution(s) at any time after the academic term of the coursework to be disregarded as follows:

- a. A minimum of the equivalent of **12 credit semester units in a term with a 2.0 grade point average**; or
- b. A minimum of the equivalent of **12 credit semester units in two or more consecutive terms with a 2.0 grade point average**.

Completed credit coursework means only courses for which credit evaluative grading symbols are awarded, as defined in AP 4230 Grading and Academic Record Symbols, or the equivalent credit evaluative grading symbol awarded by external institutions.

All coursework completed in a term(s) must be used when calculating the required minimum 2.0 grade point average, even if the units exceed the minimum of 12 credit semester units. (See Appendix A for examples)

Coursework previously applied towards a degree, certificate of achievement or CSUGE/IGETC certification cannot be academically renewed.

If granted, academic renewal shall result in:

1. Eliminating up to **30 semester units of credit coursework** taken within the Los Angeles Community College District from consideration in the student’s cumulative grade point average, and
2. Annotating the student academic record to note which courses have been removed through academic renewal.
Academic renewal actions are irreversible.