



San Diego Community College District Petition for Academic Renewal by Course Repetition

City Mesa Miramar

Student Name: _____ Student ID Number: _____
(PRINT) Last First MI

Address: _____
Street City State Zip Code

E-mail: _____ Telephone: _____

OLD COURSE

Course Subject & Number	Units	Grade	College where taken	When taken			
				Semester	Quarter	Summer	Year

REPEAT COURSE - The repeated course must contain the equivalent unit value or higher

Course Subject & Number	Units	College where Repeated	Semester of Repeat	Year

District Regulations Governing Academic Renewal by Course Repetition

Each course in which a substandard grade (“D,” “F” or “NP”) has been earned may be repeated twice for renewal. The repeated course must contain the equivalent unit value or higher. Only the newly earned units and grades will be used in computing the grade point average.

1. A course in which a grade of “C” or better was received may not be repeated unless such repetition is provided for in the official course description or by District policy, or the existence of extenuating circumstances is established by the student.
2. Academic renewal coded by other accredited institutions will be honored under the terms of District policy.
3. When courses are repeated under this procedure, the permanent academic record shall be annotated in such a manner that the record of all work remains legible, ensuring a true and complete academic record.
4. Recalculation of the grade point average as a result of academic renewal may be used toward qualification for graduation with honors.
5. If the substandard grade was received at another institution and the course was repeated within the District, the District cumulative totals will reflect only work completed within this District, and will be annotated on the student’s record.
6. Academic renewal by course repetition for the second substandard course will only be applicable if the third attempt was completed Spring 2010 or later.
7. If grade alleviation has already been applied two times for a course, the course is not eligible for academic renewal by course repetition and will remain on the academic record.

I have read the regulations and understand the conditions for academic renewal by course repetition.

Student Signature: _____ Date: _____

OFFICIAL USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Grade: _____ Date: _____
Reason: _____	
Official Signature: _____ Posted by: _____ Date: _____	