



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

Students: Please fill out the information requested below. Students may request Academic Renewal at any of the nine LACCD colleges.

Last Name: _____ First Name: _____ Phone #: _____

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

List non-LACCD colleges attended, if applicable. Official transcripts from non-LACCD colleges must be on file with the Admissions and Records Office at the college processing this petition.

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

List the course(s) requested to be removed from cumulative Grade Point Average (GPA). Please note that courses previously applied towards graduation or GE certification cannot be academically renewed.

Course Subject & Number	College	Semester/Year

Student Signature: _____ Date: _____

Counselor Signature: _____ Counselor Printed Name: _____ Date: _____

OFFICE USE ONLY

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

Date Processed: _____ Staff Initials: _____ Staff Name: _____

Petition is: Approved Denied

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 LACCD policy that allows students to remove substandard grades (e.g., "D," "F") from their GPA. Sometimes referred to as "grade forgiveness," the alleviation of previous substandard coursework helps students who have demonstrated improved academic performance in their efforts to help facilitate transfer, degree and certificate completion, and removal from academic probation or academic disqualification. Final approval of the petition will be granted by the Vice President of Student Services or designee.

For the purposes of this policy, completed coursework, includes all letter graded courses (A-F) and Pass/No Pass (P/NP) courses, but does not include withdrawn or incomplete coursework ("W", "EW", "I").

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

1. Coursework to be disregarded is limited to **"D" and "F" grades** in courses not subsequently completed with a **"C"** or better at the LACCD colleges.
2. In order to qualify for academic renewal, the student must have completed a minimum of the equivalent of **12 semester units with a 2.0 GPA** at any United States regionally accredited institution(s) at any time **after** the semester or session of the coursework to be disregarded.
3. At least **one (1) semester** must have passed since the semester or intersession term when the coursework to be disregarded was completed.

If granted, academic renewal shall result in:

1. Eliminating up to **30 semester units of 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.**