Admissions & Records

Request for Academic Renewal

This application is a request for academic renewal. You will be notified of the final decision by the Office of Admissions and Records.

NAME

LAST     FIRST      MIDDLE INITIAL

MAILING ADDRESS

NUMBER  STREET

CITY

STATE  ZIP CODE

DAY PHONE

AREA CODE  TELEPHONE NUMBER

E-MAIL ADDRESS

I have read the regulations for academic renewal on the reverse and hereby request academic renewal for the following (courses not to exceed 24 units):

TERM (please check)   YEAR   COURSE NUMBER   COURSE TITLE

Fall  Spring  Summer

STUDENT SIGNATURE     DATE

ADMISSIONS AND RECORDS ACTION

APPROVED   DENIED   PENDING

SIGNATURE     DATE

COMMITTEE RECOMMENDATION

Please see reverse for regulations.
ACADEMIC RENEWAL

References:
Title 5 Section 55044 and 55046

Academic renewal provides students with an opportunity to reverse the negative impact of past academic failures at College of Marin without course repetition. Academic renewal may only be requested once at any California Community College in accordance with state regulation. Academic renewal is not automatic. Academic renewal actions are irreversible.

All course work granted academic renewal status shall not be computed in the student’s grade point average or non-progress grade percentage and this shall be noted on the student’s permanent record.

All work shall remain legible to assure a true and complete academic history. The Admissions and Records Office shall maintain a record of action taken under academic renewal.

Academic renewal does not guarantee that other institutions outside the District will approve such action. This determination will be made by the respective transfer institution.

Specific courses and/or categories of courses that are exempt from academic renewal will be described in the current College Catalog.

Academic renewal procedures may not conflict with the District’s obligation to retain and destroy records or with the instructor’s ability to determine a student’s final grade.

Students may file a petition at the Admissions and Records Office to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

1. Students must have completed 24 units at a satisfactory level (minimum 2.00 grade point average (GPA) or achieved a 3.00 GPA in 12 letter-graded units subsequent to the coursework to be alleviated; work from other colleges with recognized accreditation may be considered.

2. A maximum of 24 units of substandard course work may be eliminated from consideration in the cumulative grade point average. Substandard grades are any grades lower than a “C”, “CR”, or “Pass”.

3. At least one year must have elapsed from the time the substandard course work to be removed was completed.

4. Students’ most recent semesters utilized to demonstrate that the substandard work is not a reflection of the student’s ability must not include “D”, “F”, “I”, “NC,” or “NP” grades. (Semesters with lined out “D”, “F”, “NC,” and “NP” grades do not count toward Academic Renewal.)

5. Courses used to demonstrate improved academic ability cannot be all physical activity courses.