



# West Los Angeles College

## General Petition

### Academic Renewal and Course Repetition/Lineout

<b>First Name</b>	<b>MI</b>	<b>Last Name</b>	<b>Student ID Number:</b>
<b>Other names used:</b>		<b>Date of birth:</b>	<b>Telephone Number:</b>
<b>Address:</b>			<b>E-mail address:</b>
<b>Student Signature:</b>			<b>Date:</b>

**Please check the type of Petition** you are requesting (Academic Renewal petitions require office transcripts from all schools attended may require other supporting documentation. See back of petition for additional information.)

**Academic Renewal** – removes substandard grades from the GPA for courses that are over 1 year old. Based on current GPA of all schools attended.

**Course Repetition/Line Out** – removes substandard grades from the GPA for courses that have been successfully repeated within Los Angeles Community College District only.

<b>Semester and Year:</b>		<b>Semester and Year:</b>		<b>Semester and Year:</b>		<b>Semester and Year:</b>	
<b>Course Name and #:</b>		<b>Course Name and #:</b>		<b>Course Name and #:</b>		<b>Course Name and #:</b>	
<b>Section #:</b>	<b>Grade:</b>	<b>Section #:</b>	<b>Grade:</b>	<b>Section #:</b>	<b>Grade:</b>	<b>Section #:</b>	<b>Grade:</b>
<b>Semester and Year:</b>		<b>Semester and Year:</b>		<b>Semester and Year:</b>		<b>Semester and Year:</b>	
<b>Course Name and #:</b>		<b>Course Name and #:</b>		<b>Course Name and #:</b>		<b>Course Name and #:</b>	
<b>Section #:</b>	<b>Grade:</b>	<b>Section #:</b>	<b>Grade:</b>	<b>Section #:</b>	<b>Grade:</b>	<b>Section #:</b>	<b>Grade:</b>
<b>Semester and Year:</b>		<b>Semester and Year:</b>		<b>Semester and Year:</b>		<b>Semester and Year:</b>	
<b>Course Name and #:</b>		<b>Course Name and #:</b>		<b>Course Name and #:</b>		<b>Course Name and #:</b>	
<b>Section #:</b>	<b>Grade:</b>	<b>Section #:</b>	<b>Grade:</b>	<b>Section #:</b>	<b>Grade:</b>	<b>Section #:</b>	<b>Grade:</b>
<b>Semester and Year:</b>		<b>Semester and Year:</b>		<b>Semester and Year:</b>		<b>Semester and Year:</b>	
<b>Course Name and #:</b>		<b>Course Name and #:</b>		<b>Course Name and #:</b>		<b>Course Name and #:</b>	
<b>Section #:</b>	<b>Grade:</b>	<b>Section #:</b>	<b>Grade:</b>	<b>Section #:</b>	<b>Grade:</b>	<b>Section #:</b>	<b>Grade:</b>

**For Office Use Only**

**Granted**       **Denied**       **No Action**

\_\_\_\_\_ **Admissions Officer's Signature**      \_\_\_\_\_ **Date:**

**Conditions/Comments:**

## GENERAL PETITION RULES

### **ACADEMIC RENEWAL**

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

- A. Students must have achieved a grade point average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and
- B. At least one calendar years must have elapsed from the time the course work to be removed was completed.

If the above conditions are met, academic renewal shall be granted, consisting of:

- A. Eliminating from consideration in the cumulative grade point average up to 18 semester units of course work, and
- B. Annotating the student academic record indicating where courses have been removed by academic renewal action.

Academic renewal actions are irreversible.

Graduation honors and awards are to be based on the student's cumulative grade point average for all college work attempted.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

***In order to process an Academic Renewal Petition at West Los Angeles College, official transcripts of all schools attended must be mailed directly from institution to institution and be on file in Admissions and Records.***

### **COURSE REPETITION To Remove A Substandard Grade.**

Students may repeat courses in which substandard grades ("D", "F", or "NC", "NP") were awarded in the District.

The Chancellor, in consultation with the District Academic Senate, may adopt regulations to limit course repetition within specific programs.

This policy only applies to courses taken at colleges within the Los Angeles Community College District.

Courses completed through the provisions of Board Rule 6704-CREDIT BY EXAMINATION-may not be used to remove a substandard grade.

#### **A. FIRST AND SECOND COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE.**

Upon completion of a repeated course the highest grade earned will be computed in the cumulative grade point average and the student's academic record so annotated.