



Academic Renewal Information

Before completing the Academic Renewal Request, make sure to read all of the information below.

RETAIN THIS PAGE FOR YOUR RECORDS

College of the Canyons recognizes that a student's academic record may contain grades that are not reflective of more recently demonstrated academic success. To accurately reflect a student's current success, the District has instituted academic renewal (Board Policy 4240).

WHAT IS ACADEMIC RENEWAL?

Academic renewal is defined as the process by which a student's previously recorded substandard credit coursework is disregarded from the student's cumulative grade point average. Academic renewal at COC is used for calculating the COC GPA. The calculation of a student's GPA using COC coursework for the purpose of admissions at other colleges and universities is subject to that college's or university's policies.

WILL THE SUBSTANDARD GRADES BE REMOVED FROM MY RECORD?

Though academic renewal is granted, all coursework will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. The student's permanent record will be annotated, however, so that it is readily evident to all users of the records that the "D", "F", "FW" and/or "NP" units have been disregarded from the student's GPA calculation. A transcript code annotation of "8" is reflected on the student's transcript indicating academic renewal was approved.

NOTE: While "NP" is considered a substandard grade, it does not factor into the GPA and is ineligible for academic renewal. Courses with substandard grades that have been repeated at COC with a passing grade are also ineligible for academic renewal as the GPA has already been recalculated to include the repeat.

HOW MANY TIMES CAN I BE APPROVED FOR ACADEMIC RENEWAL AND HOW MANY UNITS CAN I REQUEST FOR ACADEMIC RENEWAL?

College of the Canyons may award academic renewal to a qualifying student a maximum of two times, and may only disregard a maximum total of 24 semester units or 36 quarter units of substandard grades of "D", "F", "FW" and "NP (No Pass)" coursework taken at College of the Canyons.

WHAT IS THE REQUIRED CRITERIA TO BE ELIGIBLE FOR ACADEMIC RENEWAL?

You must meet the following criteria before your request can be processed and approved:

1. A demonstration of recent academic ability must be determined by one of the following:
Students must have achieved a minimum grade point average (GPA) of
at least a 3.0 in their last 12 semester units (or 18 quarter units), **or**
at least a 2.5 in their last 18 semester units (or 27 quarter units), **or**
at least a 2.0 in their last 24 semester units (or 36 quarter units),
completed at College of the Canyons or any regionally accredited college or university.

If a student qualifies for academic renewal based on college coursework completed at another regionally accredited college or university, the student must first request official transcripts to be sent directly to College of the Canyons Admissions Office prior to submitting an academic renewal request.

2. At least 2 (two) calendar years have elapsed from the time the substandard grade to be disregarded was completed.

VETERANS AND DEPENDENTS/SPOUSES OF VETERANS USING VA BENEFITS

If the courses you are requesting academic renewal for are in a term in which you received VA benefits, you will owe money to the VA. If you have further questions, please meet with a VA Counselor prior to submitting your academic renewal request.

IMPORTANT INFORMATION ABOUT ACADEMIC RENEWAL

- Academic renewal actions are irreversible.
- Academic renewal may not be used to raise the GPA to qualify for graduation with honors.
- Academic renewal is not appropriate for courses that you have repeated and passed.

Request for Academic Renewal

To ensure if you qualify for academic renewal or determine if this is the best option for you, please meet with a Counselor before submitting this request. For the complete Academic Renewal Policy, please refer to the [College of the Canyons College Catalog](#).

COC Student ID#:

Last Name, First Name:

Contact Number:

*COC Student Email: _____@my.canyons.edu

**All future communication regarding your request will be sent to your COC My Canyons email account.*

Enter each course you would like to request Academic Renewal for by including the term, year, grade, and units. Students may apply for Academic Renewal a maximum of two times, and may only disregard a maximum total of 24 semester units or 36 quarter units of substandard grades of "D", "F", "FW" and "NP (No Pass)."

OFFICE USE ONLY			Term/Year	Course	Grade	Units
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Met 2 years	FA 2019	Hist 111	D	3
Approved	Denied	Met 2 years				
Approved	Denied	Met 2 years				
Approved	Denied	Met 2 years				
Approved	Denied	Met 2 years				
Approved	Denied	Met 2 years				
Approved	Denied	Met 2 years				
Approved	Denied	Met 2 years				
Approved	Denied	Met 2 years				
Approved	Denied	Met 2 years				
Approved	Denied	Met 2 years				
Approved	Denied	Met 2 years				
Approved	Denied	Met 2 years				

I understand the Academic Renewal Policy as stated in the College of the Canyons catalog and in Board Policy 4240. I have read, understand, and agree to the terms of Academic Renewal presented on the preceding page.

If I am a Veteran or a Dependent/Spouse of a Veteran using VA benefits, I understand that I will owe money to the VA if the courses I am requesting Academic Renewal for are in a term in which I received VA benefits.

Student Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Criteria #1: Student must have achieved a minimum GPA of (select one)

at least a 3.0 in their last 12 semester units (or 18 quarter units) GPA:

at least a 2.5 in their last 18 semester units (or 27 quarter units) GPA:

at least a 2.0 in their last 24 semester units (or 36 quarter units) GPA:

Completed at a regionally accredited college/university with official transcripts on file from:

Criteria #2: At least 2 (two) calendar years have elapsed from the time the substandard grade to be disregarded was completed.

Comments/Recommendations:

Signature of Counseling Department Chair/Designee: _____

Date: _____