



HARTNELL COLLEGE

ACADEMIC RENEWAL PETITION

Admissions & Records

Semester/Year: _____ Date: _____

Student Name: _____ Student ID: _____

Address: _____ City/State: _____

Zip Code: _____ Email Address: _____ Telephone#: _____

The semester(s)/year(s) that I would like to petition for academic renewal are:

Semester/Year: _____ Semester/Year: _____

I wish to petition for academic renewal for the following reason (attach documentation supporting your extenuating circumstance): _____

Student's Signature: _____ Date: _____

The above named student has/has not met (circle one) the necessary requirements for petitioning for academic renewal. I recommend /do not recommend (circle one) that the student's petition be processed based on the following: _____

Counselor Signature: _____ Date: _____

THIS SECTION TO BE COMPLETED BY ADMISSIONS & RECORDS OFFICE

Recommendation: _____ Approved _____ Disapproved _____ Comments: _____

Dean of Enrollment Services: _____ Date: _____

Academic Renewal posted on Academic Record on _____ by _____

Student Address: _____ City/State: _____ Zip: _____

Determination of Eligibility for Academic Renewal:

Students may petition to have their academic record reviewed for academic renewal of substandard (D, F, NC, NP Grades) academic performance under the following conditions:

- Students must have achieved a cumulative grade point average of a minimum of 2.0 since the end of the term to be disregarded at Hartnell.
- The student has completed 18 semester units since the end of the term to be disregarded leading to a certificate, associate degree, or university transfer requirements at Hartnell. Work completed at another institution cannot be used to satisfy this requirement.
- At least 3 semesters, excluding summer must have elapsed from the time the course work to be removed was completed.
- Up to 18 semester units of substandard course work may be eliminated from consideration in the cumulative grade point average computation.
- It can be demonstrated that the level of performance in the term(s) under consideration resulted from extenuating circumstances. Such extenuating circumstances shall be those acute medical, family, or other personal problems which rendered normal academic functioning unlikely or impossible. Such circumstances must be verified in writing.
- 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.
- A student may be granted academic renewal only once.
- Academic renewal actions are irreversible. The student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. This policy applies only to Hartnell degree requirements and it might not be accepted at other institutions.
- Academic renewal by Hartnell College does not guarantee that other institutions will honor the elimination of units from consideration in the grade point average. It is the student's responsibility to confirm with a transfer institution whether academic renewal will be accepted.

Procedures:

1. Students can pick up an Academic Renewal Petition in the Admissions & Records Office.
2. The student completes and submits the Academic Renewal Petition to a Counselor who verifies that all of the above eligibility conditions have been met.
3. The student then submits the Academic Renewal Petition to the Admissions & Records Office for review and approval/disapproval. The student retains the yellow copy of the petition for their records as proof of submission.
4. The Dean of Enrollment Services or designee will review and process the Academic Renewal Petition within 10 working days from receipt of the petition.
5. If there are any questions about the Academic Renewal Petition, the Dean of Enrollment Services or designee will contact the student immediately by phone or email.
 - a. If approved, the Academic Renewal Petition will then be processed and annotated as having updated the student's academic record.
 - b. If disapproved, the petition will be not be processed. An explanation of why it was disapproved will be annotated on the petition and returned to the student.
6. The pink copy of the Academic Renewal Petition will be mailed to the student's home address.