



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

Students: Please fill out the information requested below. You may request Academic Renewal at any of the nine LACCD colleges. Exception: If you have received a degree or certificate from any of the LACCD colleges, please file the academic renewal petition at the college where the degree or certificate was awarded.

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.

College	Course	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 ([AP 4240](#))

Academic renewal is a process intended to facilitate transfer, degree and certificate completion, and removal from academic probation or academic disqualification. The student must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this procedure. Non-degree applicable English, ESL, and math coursework shall not be counted toward the limitation of 30 semester units. Final approval of the petition will be granted by the college vice president of Student Services or designee. Academic renewal is irreversible.

1. To be eligible for academic renewal, students must have earned a minimum 2.0 grade-point average (GPA) in any one or more academic terms in which a minimum of three (3) units of degree-applicable coursework was completed at a United States institutionally accredited institution of higher education, provided that academic term(s) is subsequent to the academic term in which the coursework to be alleviated was completed. Students who completed at least three (3) units of degree-applicable coursework with Pass/No Pass (P/NP) grades rather than letter grades in the subsequent term(s) may be considered for academic renewal on a case-by-case basis.
2. Students may petition at any of the LACCD colleges to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:
 - a. Coursework to be disregarded is limited to substandard credit coursework (coursework completed with “D” and “F” grades) in courses not subsequently completed with a “C” or better at the LACCD colleges; and
 - b. At least one (1) academic term (fall, winter, spring, summer) must have passed since the academic term when the coursework to be disregarded was completed.

For the purposes of this procedure:

1. Completed credit coursework means only courses for which credit evaluative grading symbols are awarded, as defined in AP 4230 Grading and Academic Record Symbols, or the equivalent credit evaluative grading symbol awarded by external institutions
2. All coursework completed in a term(s) must be used when calculating the required minimum 2.0 grade point average, even if the units exceed the minimum of 3 credit semester units. (See AP 4240 Appendix A for examples)
3. Coursework previously applied towards a degree, certificate of achievement, or intersegmental general education certification cannot be academically renewed.

If granted, academic renewal shall result in:

1. Eliminating up to 30 semester units of credit degree-applicable coursework taken within the Los Angeles Community College District from consideration in the student’s cumulative grade point average, pre-college level/non-degree applicable English, ESL, and math coursework shall not be counted toward the limitation of 30 semester units, and
2. Annotating the student academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.

Updated GPA and units applied through academic renewal cannot be used in determining Satisfactory Academic Progress or for any other purposes related to federal financial aid eligibility. Students shall be advised during academic renewal consultation with a college counselor of these limitations.

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