

Instructions for Completing Application for Academic Renewal

College of the Canyons

You must meet the following criteria before your application can be processed and approved.

Academic Renewal Criteria:

- 1) The coursework to be disregarded is substandard (semester GPA is less than 2.0).
- 2) A minimum of 24 semester units have been completed at College of the Canyons with a GPA of at least a 2.0, *subsequent* to the coursework to be disregarded.
- 3) At least 3 (three) calendar years have elapsed since the most recent coursework to be disregarded.

It is important that you understand the following:

- If academic renewal is granted, all coursework will remain part of the student's permanent record (transcript). Your record will have a notation next to the grade indicating academic renewal was approved.
- If you receive approval for academic renewal the units and grade points earned during a semester are disregarded from GPA, even satisfactory units (C or better).
- Academic renewal applies to a maximum of 2 semesters of coursework.
- Academic renewal actions are irreversible.
- College of the Canyons will not take into account courses taken at another college to meet the 24 units.

For the complete Academic Renewal Policy, please refer to the College of the Canyons catalog at <http://www.canyons.edu/info/catalog>.

If you are unsure if you qualify for academic renewal or if this is the best option for you, please meet with a counselor for an assessment before submitting your application. Counselors are available on a drop-in basis in the Counseling Office.

Please fill out the Application for Academic Renewal completely with your signature. Electronic copies will not be accepted.