

Instructions: Academic Renewal is permitted for previous substandard course work which is not reflective of the student's current academic ability. While the course work will remain on the official transcript to ensure a complete and accurate academic history, a student may request this previous course work to be annotated and excluded from the computation of a grade point average. No more than 30 units of previous course work may be annotated and excluded. Students requesting academic renewal will be notified by email unless specified.

IVC Student ID #: _____ Date of Birth: _____ Date: _____

Student's Name: _____
Last First Middle

Email address: _____ @ _____ Daytime/Cell Phone: _____

Conditions required for qualifying for Academic Renewal:

1. Only courses with substandard grades ("D," "F," "NP," "NC") will be annotated. "W's" are not eligible for academic renewal.
2. A minimum of two terms must have elapsed from the time the latest requested term was completed.
3. A minimum of 30 semester units with a cumulative 2.50 grade point average must have been completed after the latest requested term. If the course work is completed at another college/university, it must be from a regionally accredited institution and official transcripts must be submitted to the Office of Admissions and Records.
4. Irvine Valley College does not guarantee that other institutions will recognize Academic Renewal. Acceptability will be made by the transfer institution.
5. Students seeking Academic Renewal are recommended to meet with a counselor before requesting renewal for transferable courses in which a D grade was received.
6. In certain cases, Academic Renewal will not be permitted if course work in the terms requested was already used toward the completion of a degree or certification.
7. Once Academic Renewal is approved and posted to the transcript, the annotation is not reversible. Academic Renewal doesn't allow for additional repeats of a course if maximum repeats were reached prior to renewal.

I have read the conditions for Academic Renewal and believe I qualify. I am requesting Academic Renewal for the following courses:

Semester	Year	Courses
<i>Example: Fall</i>	<i>2018</i>	<i>MATH 8; PHIL 3 and WR 1</i>

Have you completed any of your 30 subsequent units at other regionally accredited colleges? Yes No
 If yes, list schools below. Official transcripts must be on file or attached to this request.

1. _____ 2. _____ 3. _____

Signature: _____ **Date:** _____

For Use by Office of Admissions and Records Only

Accepted by _____	Date _____	Official transcripts are:	not required	attached	already on file
Registrar _____	Date _____		Approved	Pending	Denied
	30 units with a 2.50 cumulative grade point average have not been completed		One year has not elapsed		
	More than 30 units of course work has been requested		Degree/Certification already awarded		
Notes:					
Transcript Updated	Advanced Text	Posted	Student Notified via		