



**REQUEST FOR RECORD ADJUSTMENT BASED ON ACADEMIC RENEWAL POLICY**

Date \_\_\_\_\_ Last four digits of SSN \_\_\_\_\_ Student ID number \_\_\_\_\_

Telephone No. \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip Code*

**POLICY STATEMENT:** The alleviation of previously recorded substandard (D and F only) academic performance completed at Santa Rosa Junior College which is not reflective of a student's demonstrated ability, will be considered upon submission of petition by the student to the Admissions, Records and Enrollment Development Office. Upon approval by the Director of Academic Records, the academic record of the student will be so annotated with appropriate adjustments made to the grade point average and deletion of any units earned for petitioned courses. All previously recorded work, however, will remain legible; ensuring a true and complete academic history. *Twenty-four units is the maximum amount of course work to be adjusted.*

**THIS POLICY IS APPLICABLE IN ANY OF THE FOLLOWING CASES:**

1. At least 24 semester units completed with a 'C' average (2.0 GPA) **in all lower and upper division course work completed subsequent to the semester of forgiven grades.** (If coursework from another institution is to be considered, please submit an official transcript to the Admissions and Records Office.)
2. The passage of four years since the substandard work was recorded (at the end of the semester).
3. Demonstration that previously recorded work is not reflective of the student's PRESENT ABILITIES. Such demonstration might include but not be limited to documented proof or experience, awards, degrees and honors. Supporting information: (Be specific and attach supporting documents.)

Instructor/Counselor Comments: \_\_\_\_\_

Instructor/Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<u>COURSE TITLE</u>	<u>SEMESTER/YEAR</u>	<u>UNITS</u>	<u>GRADE (Check)</u>	
_____	_____	_____	D	F
_____	_____	_____	D	F
_____	_____	_____	D	F
_____	_____	_____	D	F
_____	_____	_____	D	F

Student's Signature: \_\_\_\_\_

**OFFICE USE ONLY**      Approved \_\_\_\_\_      Denied \_\_\_\_\_

Comments \_\_\_\_\_

Hard Copy: \_\_\_\_\_      Cum Totals: \_\_\_\_\_

Master Record: \_\_\_\_\_      Rechecked: \_\_\_\_\_      Deductions: \_\_\_\_\_

Records Adjustment: \_\_\_\_\_      Date: \_\_\_\_\_      Adj Cum Totals: \_\_\_\_\_

Probation: from \_\_\_\_\_ to \_\_\_\_\_