



REQUEST FOR RECORD ADJUSTMENT BASED ON PROGRESS 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 "No Credit", "No Pass" and "Withdrawal" ("NC", "NP", "W") completed at Santa Rosa Junior College will be considered upon submission of this petition by the student to the Admissions, Records & Enrollment Development Office. Upon approval by the Director of Academic Records, the academic record of the student will be so annotated with appropriate adjustments to the student's progress status. 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 EITHER OF THE FOLLOWING CASES:

- 1. The student:
a) Has not received any "Incompletes", "No Credits, No Passes or "Withdrawals" in two consecutive semesters following the receipt of the "NC, NP and/or W" to be alleviated, and
b) Has completed a minimum of 4 semester units, and
c) Has a cumulative GPA of 2.00 or better, OR
2. The passage of four years since the substandard work was recorded (at the end of the semester).

Table with 4 columns: COURSE TITLE, SEMESTER/YEAR, UNITS, GRADE (check). Rows include W, NC, NP options.

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



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

Comments \_\_\_\_\_

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

Master Record: \_\_\_\_\_ Rechecked: \_\_\_\_\_ Probation: from \_\_\_\_\_ to \_\_\_\_\_

Records Adjustment \_\_\_\_\_ Date: \_\_\_\_\_