



Academic Renewal Application

EMAILED FORMS MUST BE SUBMITTED WITH YOUR MJC STUDENT EMAIL, OTHERWISE THEY WILL NOT BE PROCESSED. Submit completed form by email to MJCSeForms@mjc.edu, in-person, Fax, or mail to Enrollment Services.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____
 Student ID: w _____ Phone Number: _____
 Student Email: _____

Modesto Junior College regulations permit the removal of work completed at MJC which is substandard and not reflective of a student's present scholastic ability and level of performance. The grades so removed will be disregarded in the computation of grade point average. Substandard work completed at MJC (grades of D, F, NP, and/or NC) may be removed for a maximum of two terms under the following conditions:

Required Criteria:

- **A PERIOD OF AT LEAST TWO YEARS HAS LAPSED SINCE THE WORK TO BE REMOVED WAS COMPLETED.** Two years will be at the end of the semester. (Example: You took a course in Fall 2012 so you cannot apply for Academic Renewal until the end of the Fall 2014 semester.)
- **THE STUDENT MUST HAVE COMPLETED AT LEAST 15 UNITS OF COURSEWORK (AFTER WORK TO BE REMOVED WAS COMPLETED) EITHER AT MJC OR ANOTHER INSTITUTION WITH A REQUIRED MINIMUM GPA.** *If you have work completed at another institution, list the college name and make sure to attach OFFICIAL transcripts (in a sealed envelope).*
 - 15 to 29 semester units with a 3.0 GPA College Name: _____
 - 30 to 44 semester units with a 2.5 GPA
 - 45 or more semester units with a 2.0 GPA

Additional Information:

- Academic Renewal is limited to a maximum of two terms. (The terms need not be consecutive).
- Course(s) will NOT be considered if it was previously used to establish eligibility for transfer, graduation, or certificate(s) of achievement.
- The permanent academic record shall be annotated in such a manner that all coursework remains legible, ensuring complete academic history remains.
- Courses repeated for grade improvement are not eligible for academic renewal.
- All Academic Renewal actions are **irreversible**.
- Up to 24 units of course work may be eliminated from consideration in the cumulative grade point average.

PLEASE LIST THE SUBSTANDARD WORK/GRADE(S) YOU ARE REQUESTING BE OMITTED FROM YOUR GPA:

COURSE NAME	TERM	GRADE	COURSE NAME	TERM	GRADE

By signing below, I certify under penalty and perjury I am the student listed above and understand that by signing this form all information listed is true and subject to approval.

Student Signature: _____ Date: _____

OFFICE USE ONLY					
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	TERM: _____	Units: _____ / _____	GPA: _____	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	TERM: _____	Units: _____ / _____	GPA: _____	
Comments: _____					
Staff Initials: _____	Date: _____	<input type="checkbox"/> Student Notified	<input type="checkbox"/> Posted		