



SANTA BARBARA CITY COLLEGE

Admissions & Records
Academic Renewal Petition

Step 1: Provide student contact information.

Form with fields: Name, Address, City, State, Zip Code, SBCC ID, SBCC Pipeline Email, Telephone.

Step 2: Review and certify that you meet the eligibility criteria for consideration of Academic Renewal.

According to SBCC Board Policy 5046, a student may request academic renewal for a maximum of two semesters of previously recorded substandard coursework completed at SBCC (substandard coursework is defined as D or F grades) when the following criteria are met:

- 1. There shall be at least 12 months between the end of the semester or summer session during which the last courses to be alleviated are completed and the date of initiation of the petition.
2. The student must provide evidence to the effect that the previously recorded work was substandard academic performance and is not reflective of more recently demonstrated academic success. Evidence of recent academic success must be demonstrated by the following:
a. 12 semester units with a 3.00 GPA, or
b. 15 semester units with a 2.50 GPA, or
c. 20 semester units with a 2.00 GPA
3. Students using coursework from another regionally accredited college to meet the criteria must submit an official copy of their transcript(s) with the Academic Renewal Petition.
a. If the official copy of the transcript(s) is on file in Admissions & Records, attach a printout from your Pipeline verifying receipt. Visit http://www.sbcc.edu/admissions/files/IncomingTranscriptsReceived.pdf for more information.
4. Currently enrolled students at SBCC must also attach a current Student Education Plan (SEP) completed with an Academic Counselor. Visit http://www.sbcc.edu/counselingcenter.
[] SEP not required. Student in final semester at SBCC. Counselor Code: _____ Initials _____ Date _____
5. A student may request academic renewal only once.
6. When the student's Academic Renewal Petition has been approved by the Scholastic Standards Committee, the student's record will be annotated by Admissions & Records so that it is readily evident to all users of the record that no units alleviated by academic renewal will apply toward units for graduation or other unit commitment. All work, however, will remain legible on the permanent record to insure a true and complete academic history.
7. This policy is adopted for use at Santa Barbara City College. SBCC does not guarantee that other colleges will approve our Academic Renewal policy. This determination is made by the respective transfer institution.

Step 3: I have read the above information about Academic Renewal and hereby petition that it be applied to my academic record for the following semester(s) and course(s):

Table with 2 columns: Semester(s): e.g. Fall 2008 or Spring 2008, Course(s): e.g. ENG 110, MATH 117, FS 101

Student Signature

Date

For Office Use Only:

__ Approved __ Denied __ Postponed

Comments: _____

Scholastic Standards/Designee: _____ Date: _____ __ Processed/Notified