



Los Angeles Community College District Petition for Academic Renewal (AP 4240)

Last Name: _____ First Name: _____ Phone: _____

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

Students may request Academic Renewal at any of the nine LACCD colleges. Official transcripts from non-LACCD colleges must be on file with the Admissions and Records Office at the college processing the petition.

List other colleges attended (official transcript must be on file):

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

COURSES PREVIOUSLY APPLIED TOWARDS GRADUATION OR GE CERTIFICATION CANNOT BE ACADEMICALLY RENEWED

List the individual courses requested to be removed from cumulative Grade Point Average (GPA)

College	Course	Semester/Year	College	Course	Semester/Year
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Student Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

OFFICE USE ONLY

Mark the college processing the petition: ELAC LACC LAHC LAMC LAPC LASC LATTC LAVC WLAC

Date Processed: _____ Staff Initials: _____ A&R Staff Name: _____

College Comments: Approved Denied

Academic Renewal

Title 5, California Code of Regulations, Section 55046, LACCD AP 4240

Per Title 5 Section 55046 and AP4240 Academic Renewal is a LACCD policy that allows students to remove substandard grades (e.g., “D,” “F”) from their GPA. Sometimes referred to as “grade forgiveness,” the alleviation of previous substandard coursework helps students who have demonstrated improved academic performance in their efforts to help facilitate transfer, degree and certificate completion, and removal from academic probation or academic disqualification. Final approval of the petition will be granted by the Vice President of Student Services or designee.

For the purpose of this policy, completed coursework includes all letter grade courses (A-F) and pass/non pass courses (P/NP), but does not include withdrawn or incomplete courses attempted (“W”, “EW”, “I”).

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

1. Coursework to be disregarded is limited to **“D” and “F” grades** in courses not subsequently completed with a **“C”** or better at the LACCD colleges.
2. In order to qualify for academic renewal, the student must have completed a minimum of the equivalent of **12 [consecutive] semester units with a 2.0 GPA** at any United States regionally accredited institution(s) at any time **after** the semester or session of the coursework to be disregarded.
3. At least **one (1) semester** must have passed since the semester or intersession term when the coursework to be disregarded was completed.

If granted, academic renewal shall result in:

1. Eliminating up to **30 semester units of coursework** taken within the Los Angeles Community College District from consideration in the student’s cumulative grade point average, and
2. Annotating the student academic record to note which courses have been removed through academic renewal. **Academic renewal actions are irreversible.**