



## Academic Renewal Request Form

Please print clearly

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Phone: \_\_\_\_\_

**I request academic renewal for the following CRC course(s):**

▶ Course Name: \_\_\_\_\_ (Example: ENGWR 300)  
 Semester of D, F, or NC/NP:       Summer     Fall     Spring    Year: \_\_\_\_\_

▶ Course Name: \_\_\_\_\_ (Example: ENGWR 300)  
 Semester of D, F, or NC/NP:       Summer     Fall     Spring    Year: \_\_\_\_\_

▶ Course Name: \_\_\_\_\_ (Example: ENGWR 300)  
 Semester of D, F, or NC/NP:       Summer     Fall     Spring    Year: \_\_\_\_\_

▶ Course Name: \_\_\_\_\_ (Example: ENGWR 300)  
 Semester of D, F, or NC/NP:       Summer     Fall     Spring    Year: \_\_\_\_\_

**I have read and understand the following:**

- The grade will remain on the transcript, but will not be calculated in the gpa.
- Academic renewal cannot be reversed.
- A minimum of 12 consecutive months has passed since the end of the semester or summer session in which the substandard grade (D, F, NC, NP) was recorded.
- A minimum of 12 units with a grade of C or P or better has been earned after the semester in which the substandard grade (D, F, NC, NP) was recorded. **If you are using coursework from outside Los Rios to meet this requirement, official college transcripts must be on file with the Admissions and Records Office at CRC.**
- Academic renewal cannot be requested for coursework that still applies to a student's current educational goal.
- Academic renewal cannot be requested for coursework that was previously used to fulfill requirements for a degree or certificate.
- Acceptance of our academic renewal policy by another college/university is at the discretion of that institution.
- No more than 30 units of substandard grades may be academically renewed.
- Since D grades may still be of value, I have discussed my request with a counselor.

**Allow 7 working days for your transcript to reflect the change. If the current semester/summer session must end in order for you to meet eligibility requirements, please factor in the term's end date before staff can process this request.**

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

Once the form is completed, you may send to [admissions@crc.losrios.edu](mailto:admissions@crc.losrios.edu) from your Los Rios email account.

**Staff Use Only:**    \_\_\_Approved    \_\_\_Denied

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Initials/Date: \_\_\_\_\_