

## Petition for Academic Renewal

Applicable to all CSU Channel Islands undergraduate students seeking a baccalaureate degree. This policy does not apply to post-baccalaureate or graduate students.

Under certain circumstances, CSU Channel Islands may disregard up to two semesters of previous undergraduate coursework taken at CSU Channel Islands.

These circumstances are:

- The student has formally requested such action and presented evidence that substantiates that the work in question is substandard and not representative of her/his current scholastic ability and/or performance level, and
- The previous level of performance was due to extenuating circumstances, and
- All degree requirements except the earning of at least a "C" (2.0) grade point average have or will soon have been met.

Final determination that one or two terms shall be disregarded shall be based on careful review by the Academic Appeals Committee.

Such final determination shall be made only when **1)** five years have elapsed since the most recent work to be disregarded was completed and **2)** the student has earned in residence at the campus since the most recent work being considered was completed:

- 15 semester units with at least a 3.0 GPA
- 30 semester units with at least a 2.5 GPA
- 45 semester units with at least a 2.0 GPA

[\(Policy on Academic Renewal SP 16-05\)](#).

**Instructions:** This form is used to request Academic Renewal if all conditions listed above have been met.

1) Complete and sign this request.

2) Submit your completed, signed Request for Academic Renewal to Registrar's Office ([registrar@csuci.edu](mailto:registrar@csuci.edu)).

Name \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Phone: \_\_\_\_\_ Expected Grad Term: \_\_\_\_\_

E-mail Address \_\_\_\_\_ Have you applied to graduate? \_\_\_\_\_

Major/Area of Concentration/Emphasis &/or Minor \_\_\_\_\_

**Term(s) Requesting Academic Renewal** \_\_\_\_\_

Student Reason (attach additional sheets if needed):

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrative Use Only-Registrar's Office**

Processed by \_\_\_\_\_ PS Update: \_\_\_\_\_ Student Notification: \_\_\_\_\_  
(Staff Initials) (Date) (Staff Initials & Date)