



SANTA BARBARA CITY COLLEGE

### Admissions & Records: Academic Renewal Petition

#### Step 1: Provide student contact information.

Name:		SBCC ID: <b>K</b>
SBCC Pipeline Email:	@pipeline.sbcc.edu	Alternative email: <i>(if no Pipeline access)</i>
Telephone:		
Will you be applying for transfer to a University/College?	Yes      No	If yes, for which semester/year?:

#### Step 2: Review the eligibility criteria for consideration of Academic Renewal according to [SBCC AP 4240](#).

- Submit the petition at least 6 months after the end of the semester or session during which the course(s) to be renewed is/ are completed.
- Only substandard letter grades (D+/D/D-/F/FW) earned at SBCC are eligible for renewal. Renewal may not be applied to any course that has been used to satisfy Associate Degrees, Certificates, CSU-GE Breadth, or other program requirements.
- Academic renewal may be requested for a maximum of 30 units.
- Demonstrate evidence of recent academic success with completion of 6 semester units with a 2.00 GPA taken after the course(s) to be renewed. Any grade posted as C or higher or P will count toward this requirement.
- Students using coursework from another regionally accredited college to demonstrate recent success must submit an official transcript. To submit an official transcript, see [sbcc.edu/transcripts/incomingtranscripts.php](http://sbcc.edu/transcripts/incomingtranscripts.php) for details. To confirm your official external transcript is already on file, see [sbcc.edu/admissions/files/IncomingTranscriptsReceived.pdf](http://sbcc.edu/admissions/files/IncomingTranscriptsReceived.pdf). **Do not email transcripts directly to A&R staff.**
- Are you currently enrolled at SBCC?      Yes      No  
Currently enrolled students at SBCC must have an Academic Counselor sign the petition.

Counselor signature: \_\_\_\_\_ Counselor Code: \_\_\_\_\_ Date: \_\_\_\_\_

Total units previously renewed:

Course <i>e.g. ENG 110</i>	Term/Year <i>e.g. Fall 2020</i>	Units	Course	Term/Year	Units	Course	Term/Year	Units

Total units requested: \_\_\_\_\_ Are you using external transcripts to qualify for renewal?      Yes, they are already on file or have been ordered      No

Upon approval, the student's record will be annotated 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. SBCC does not guarantee that other colleges will approve our Academic Renewal policy. This determination is made by the respective transfer institution. Once granted, academic renewal may not be reversed. Petitioning for Academic Renewal may impact financial aid eligibility and satisfactory academic progress (SAP)

#### Step 3: I have read the above information about Academic Renewal and hereby petition that it be applied to my academic record for the courses listed above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit to [diplomas@sbcc.edu](mailto:diplomas@sbcc.edu) or mail to Attn: Admissions & Records, 721 Cliff Dr, Santa Barbara, CA 93109**

For Office Use Only:	Comments:
Approved      Denied      Postponed	
Units renewed:	
SSC Designee: _____	Date: _____
	Processed/Notified      Rev. 1/26/24