

## **Academic Renewal (Formerly known as Disregard of Previous Semester's Work Prior to Fall 2009) – Form (Page 1)**

1. Only for undergraduate students who have been formally admitted to and enrolled at SJSU for at least one semester. If you are a graduating senior with a grade point average (GPA) below 2.0 in your major, minor, SJSU, or overall college coursework, you may request that all grades earned in a previous semester be disregarded, so that you may graduate. If your request is granted, all grades and units earned during the semester will be disregarded when calculating your GPA for graduation, but the courses and grades will still appear on the transcript.
2. ALL OF THE FOLLOWING CONDITIONS MUST BE MET:
  - You must have applied for graduation and be ready to graduate.
  - You must have a GPA below 2.0 in a category required for graduation (major, minor, overall, SJSU)
  - At least 5 years must have elapsed since the semester you want to disregard.
  - You must have at least a 3.0 GPA in your most recent 15 units at SJSU, or 2.5 in the past 30 units, or 2.0 in the past 45 units.
  - No courses or units earned during the semester you want to disregard may be counted toward graduation.
  - You must document extenuating circumstances associated with the semester you want disregarded and show that your performance is not representative of your ability.
3. Completely fill out this form. Requests will NOT be accepted if any attachments or signatures are missing.
4. Attach a statement of your request, explaining the reason you are making the request and the extenuating circumstances that are associated with the semester you want disregarded.
5. Attach ALL required documentation.
6. Obtain recommended signature from your graduation evaluator.
7. Turn your petition into the Registrar's Office (Window "R") at the Student Services Center.

**\*\*Graduation Evaluator will submit to Graduate and Undergraduate Programs, ADM 159**

# Academic Renewal (Formerly known as Disregard of Previous Semester's Work Prior to Fall 2009) – Form (Page 2)

SJSU ID \_\_\_\_\_ Name (Print) \_\_\_\_\_  
 Phone (cell preferred) \_\_\_\_\_ Email \_\_\_\_\_  
 Student Signature \_\_\_\_\_ Major \_\_\_\_\_

To be completed by Graduation Evaluator:

All Coll GPA: \_\_\_\_\_ SJSU GPA: \_\_\_\_\_ Semester to be Disregarded: \_\_\_\_\_  
 Recent SJSU GPA Last 45 units: \_\_\_\_\_ Last 30 units: \_\_\_\_\_ Last 15 units: \_\_\_\_\_

<b>Please indicate YES or NO for each of the required items for submission of a completed petition</b>		
YES	NO	<b>Required Items:</b>
		This is the current version of the petition ( <a href="http://www.sjsu.edu/gup/allForms/index.html">http://www.sjsu.edu/gup/allForms/index.html</a> )
		Formally admitted and enrolled at SJSU for at least ONE semester
		Applied for graduation and be ready to graduate ( <i>Term/Year</i> ):
		Graduation worksheet and graduation hold letter (if appropriate)
		GPA below 2.0 in a category required for graduation (major, minor, overall, SJSU)
		Five (5) years have elapsed since the semester requesting academic renewal
		GPA of at least 3.0 in most recent 15 units at SJSU, or 2.5 in past 30 units, or 2.0 in past 45
		Personal statement explaining request
		Supporting evidence/documentation
		ALL required transcripts with courses highlighted (unofficial okay)
		All the information I have provided in this petition is truthful and complete
Incomplete petitions will not be processed unless you provide an explanation for all of the above items that are indicated <b>NO</b> :		

**Graduation Evaluator Recommendation:** **RECOMMEND** **NOT RECOMMEND**  
 Comments (optional): \_\_\_\_\_

\_\_\_\_\_  
 Graduation Evaluator Name (print) Signature Date  
*Graduation Evaluator will submit to the Office of Graduate and Undergraduate Programs, Administration 159*

**Associate Dean, UGS (Final Decision):** **APPROVE** **DENY** **OTHER**  
 Comments (optional): \_\_\_\_\_

\_\_\_\_\_  
 Associate Dean (or designee) Signature Date CMS DATA ENTRY / DATE