

Academic Renewal Petition

(Formally Disregard of Previous Semester's Work Prior to Fall 2009)

The purpose of this petition is to allow students to graduate. This petition is only for undergraduate and second baccalaureate students who have been formally admitted to and enrolled at SJSU for at least one semester. If you are a 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 former semester be disregarded so that you may graduate. If your request is granted, all grades and units earned during the specified semester will be disregarded when calculating your GPA for graduation, but the courses and grades will still appear on your transcript.

This petition will **ONLY** be considered if:

- A graduation application is on file and are ready to graduate.
- GPA is below 2.0 in a category required for graduation (e.g. Major, Minor, University Requirements).
- At least 5 years have elapsed since the semester you want to disregard.
- You demonstrate one of the following:
 - A "3.00 or better" GPA in the most recent 15 units,
 - A "2.50 or better" GPA in the most recent 30 units, or
 - A "2.00 or better" GPA in the most recent 45 units
- No courses or units earned during the semester you want to disregard counted toward graduation requirements.
- You have document extenuating circumstances associated with the semester you want disregarded and show that your performance is not representative of your ability.
 - Graduation Worksheet and/or Hold Letter are attached.
- A statement explaining the reason you are making the request and the extenuating circumstances associated with the semester you want disregarded is attached.
- Graduation Evaluator's recommendation and signature are on the form. To obtain your graduation evaluator's signature, submit the completed package to the Registrar's Office (Window "R") at the Student Services Center.

Submit completed form and attachments to the Undergraduate Education, Administration 159. Undergraduate Education recommend meeting with an advisor before submitting this petition

Petition Will be RETURN if:

- Information provided is untruthful
- Petition is not completely filled out.
- Attachments and/or signatures are missing.
Not using the most recent version, (please check with Undergraduate Education or www.sjsu.edu/gup to be certain that you are using the most recent version of this petition).
- Semester trying to disregard had coursework/ units needed for degree requirements

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Section I: Student Information and Attachments

Name (First, Last): _____ SJSU ID: _____ Date: _____
 Email: _____ Telephone: _____
 Signature: _____ Graduation Date (Term/Year): _____

Please initial:

- ____ Personal statement, transcript, and supporting documents are attached.
- ____ Five years have elapsed since the semester that you selected for academic renewal.
- ____ Met with an Advisor to discuss this petition
- ____ All the information provided in this petition is truthful and completed.

Section II: GPA

Must be completed before submitting to Undergraduate Education

All Coll. GPA	SJSU GPA	Semester to be Disregarded (Term/Year)	Last 15 units (GPA ≥ 3.0) ¹	Last 30 units (GPA ≥ 2.5) ¹	Last 45 units (GPA ≥ 2.0) ¹

¹GPA for las 15, 30, or 45 units

Section III: Required Signatures

1. Submit to the Registrar's Office, Window "R" in the Student Service Center

Graduation Evaluator Recommendation

Recommend Not Recommend

Comments (optional):

Graduation Evaluator Name (Print): _____ Telephone: _____

Graduation Evaluator Signature: _____ Date: _____

2. Final Submission to Undergraduate education, Administration 159

Final Decision

APPROVE DENY

Comments (required if request is denied):

Associate Dean of Undergraduate Education (or Designee²) Name: _____

Signature: _____ Date: _____

²Undergraduate Education assigns designee signers

Section IV: For Office Use Only:

CMS Entry: _____ Date: _____