



Academic Renewal Petition Form

Records Office · 645 Patriot Avenue · Martinsville VA. 24112

First name, Middle initial, Last name

Empl ID number

Street address

Former name

City, state, zip code

Telephone number

I believe that I meet the following eligibility requirements for “Academic Renewal” and hereby petition to have my cumulative grade point average (GPA) adjusted accordingly:

- 1) I have been separated from the college for at least 5 years from _____ to _____, **and**
term/year term/year
- 2) I have earned (at least) a 2.5 grade point average in all courses attempted through the term in which I completed the first twelve credits after re-enrolling from my 5-year separation. (This calculation and credit total does NOT include courses with grades of “S”, “P”, “U”, or “R”).

I understand that in receiving an Academic Renewal adjustment to my cumulative GPA:

- An Academic Renewal adjustment may be granted only one time;
- once granted by the college, Academic Renewal cannot be revoked;
- although my cumulative GPA will be adjusted in future terms, all of my previously earned grades will still be shown on my permanent record;
- any course credit with a grade of “D” earned during the Academic Renewal adjustment period will not count toward future graduation requirements;
- An “Academic Renewal” notation will be made on my permanent record;
- the granting of Academic Renewal does not affect any previous academic, financial, or administrative determination made by the college; and
- other institutions/agencies may not utilize this policy in evaluating my record.

Student signature

Date

Please return this completed form in its entirety to the Records Office.

OFFICE USE ONLY

Date received _____

Petition Approved _____

Petition Denied _____

Reason(s) for denial:

- Cumulative GPA below 2.5 for the adjustment period.
- Fewer than 12 credits completed.
- not enrolled beginning on or after summer 1994.
- Separation from PHCC less than 60 months.
- Academic renewal previously granted.
- Other: _____

Entered _____
Initial _____
Date _____

Copies: Records Office - original; Student - emailed copy