

ACADEMIC RENEWAL PETITION

Marion Technical College

This petition is to be used for all academic renewal requests, including those associated with students transferring between MTC academic departments (Interdepartment Transfers). See Policy #567.

Student Name: _____ **SS#:** _____
Address: _____ **City/St.:** _____
Home Phone: _____ **Work Phone:** _____

Please check Box A or B for the reason why you are completing this petition:

A. General Academic Renewal

1. A student returning to MTC after **three (3)** calendar years may petition to have substandard¹ coursework disregarded in the Grade Point Average (GPA) calculation.
2. Renewal cannot be requested if the student has earned 70 or more credit hours and has been a continuing student during the past three quarters, excluding summer.
3. A **minimum of one quarter** must have been successfully completed at MTC, or another accredited institution, following the coursework to be disregarded with a grade of "C" (or equivalent) or higher in each course(s).

4. List completed courses and grades for one quarter below. An official transcript must be received for courses completed at another college.

Office use only					
course no	title of course	qtr completed	grade	approved	not approved

B. Interdepartmental Student Transfer

1. A student transferring from one academic department to another may petition to have substandard coursework disregarded in the GPA calculation. At least **one (1)** calendar year must have elapsed since completion of coursework to be disregarded.
2. Only technical courses (with a grade of "D" or "F") that are in a different academic family from the new program can be disregarded in the GPA computation.
3. Old AOS: _____ New AOS: _____

List courses to be **disregarded** below (up to 32 credit hours). Although this action may result in the GPA increasing, prevailing practice dictates that one's permanent record is annotated in such a manner that all course titles and grades remain listed on the official student transcript, ensuring a true and complete academic history.

Office use only					
course no	title of course	qtr completed	grade	approved	not approved

Please allow 7-14 days for processing. The student will receive a revised GPA notification in the mail.

Revised GPA

Signature, Student _____
Date

Signature, VP Instructional Services _____
Date

Signature, Registrar _____
Date

DISPOSITION: WHITE to Registrar, YELLOW to Instructional Vice Pres., PINK to Student

¹ Substandard coursework is defined as courses in which a student received a grade of "D" or "F."