

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 Transfer); see College Policy #567.

Student Name: _____ **Student ID #:** _____
Address: _____ **City/St:** _____
Home Phone: _____ **Cell/Work Phone:** _____

Please check Option A or B to indicate the reason you are completing this petition:

A. GENERAL ACADEMIC RENEWAL OPTION

1. A student "returning to MTC after at least three (3) calendar years" may petition to have ¹substandard coursework disregarded in the Grade Point Average (GPA) calculation.
2. Under this option, a *minimum of one term* must have been successfully completed at MTC or another institution, following the coursework to be disregarded, with a grade of "C" (or equivalent) or higher in each course. To demonstrate successful academic progress, list the most recently completed courses and grades (for one term) that have been taken since the coursework to be disregarded. An official transcript must be provided only for courses completed at another institution.

Course No	Title of Course	Term/Year	Grade of C or Higher

3. Academic Renewal cannot be requested under this option if the student has earned 70 or more credit hours, has been a continuing student during the past three terms (excluding summer), has previously completed a petition, or is a MTC graduate or certificate holder.

B. INTERDEPARTMENT TRANSFER OPTION

1. A student "transferring from one academic department to another" may petition to have substandard "technical" coursework disregarded in the Grade Point Average (GPA) calculation. At least one (1) calendar year must have elapsed since completion of coursework to be disregarded.
2. Only technical courses that are in a different academic family from the new program can be disregarded in the GPA calculation under this option.
3. **Old ²PDC:** _____ **New PDC:** _____

C. LIST COURSES TO BE DISREGARDED HERE

List below the course(s), term(s) and failing grade(s) to be **disregarded** in the GPA calculation. **Only MTC courses with a grade of "D" or "F" can be considered for Academic Renewal under either option.**

--- Office use only ---

Course No	Title of Course	Term/Year	Grade of D or F	Approved	Not Approved

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

Revised GPA

<i>Signature, Student</i>	<i>Date</i>
<i>Signature, VP of Instructional Services</i>	<i>Date</i>
<i>Signature, Registrar</i>	<i>Date</i>

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

² PDC = Program Degree Curriculum