

ACADEMIC RENEWAL PETITION

Marion Technical College

Student Name: _____

Student ID: _____

Home Phone: _____

Cell/Work Phone: _____

Please check either Option A or Option B to indicate the reason for this petition. (Reference: College Policy #AP567)

OPTION A: General Academic Renewal

1. A student returning to MTC after at least three (3) calendar years may petition to have substandard coursework¹ disregarded in the Grade Point Average (GPA) calculation.
2. Academic Renewal cannot be requested if the student has earned 45 or more semester credit hours, has been a continuing student during the past two terms (excluding summer), has previously completed a petition, or is a MTC graduate or certificate holder.
3. Academic Renewal can only be requested one time under this option.
4. To demonstrate successful academic progress, 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 higher in each course. *An official transcript must be provided only for courses completed at another institution.*

OPTION B: Interdepartment Transfer

Old Major: _____ **New Major:** _____

1. A student transferring from one academic department to another may petition to have substandard coursework¹ 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 courses that are in a different academic family from the new program or are no longer offered can be disregarded in the GPA calculation under this option.
3. Academic Renewal can only be requested one time under this option.

COURSES TO BE DISREGARDED

List below the course(s), term(s), and substandard 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 above. A maximum of 21 credit hours can be forgiven. Attach extra page if necessary.

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

Current GPA

Revised GPA

Please allow 7-10 days for review and processing. The Office of the Registrar will send the student a revised GPA notification via MTC email.

Student Signature

Date

Vice President and Chief Academic Officer Signature

Date

Registrar Signature & Recording in MIS

Date

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