

Petition for Academic Renewal

All CSU Channel Islands undergraduate students seeking a baccalaureate degree. This policy does not apply to post-baccalaureate or graduate students.

BEFORE YOU SUBMIT - ELIGIBILITY REQUIREMENTS

Do not submit this petition unless all required conditions below are met.

Under certain circumstances, CSU Channel Islands may disregard up to two semesters of previous undergraduate coursework taken at CSU Channel Islands.

These circumstances are:

- The student has formally requested such action and presented evidence that substantiates that the work in question is substandard and not representative of her/his current scholastic ability and/or performance level, and
- The previous level of performance was due to extenuating circumstances, and
- All degree requirements except the earning of at least a "C" (2.0) grade point average have or will soon have been met. Campus policy regarding academic forgiveness is not intended to permit the improvement of a student's grade point average beyond what is required for graduation.

Final determination that one or two terms shall be disregarded shall be based on careful review by the Academic Appeals Committee.

Such final determination shall be made only when 1) five years have elapsed since the most recent work to be disregarded was completed and 2) the student has earned in residence at the campus since the most recent work being considered was completed:

- 15 semester units with at least a 3.0 GPA
- 30 semester units with at least a 2.5 GPA
- 45 semester units with at least a 2.0 GPA

Policy on Academic Renewal SP 16-05

SUBMISSION

1. Complete and sign this request only after confirming that all eligibility requirements above have been met.
2. Submit the completed, signed Petition for Academic Renewal to the Registrar's Office at registrar@csuci.edu.

STUDENT INFORMATION

Name	Student ID	Date
Phone	E-mail Address	
Expected Grad Term	Have you applied to graduate? ☐ Yes ☐ No	
Major / Area of Concentration / Emphasis and/or Minor	Term(s) Requesting Academic Renewal	

STUDENT REASON

Explain the circumstances supporting your request. Attach additional documentation or pages if needed.

Student's Signature	Date

REGISTRAR'S OFFICE USE ONLY

Revised 9/11/2026

Processed by	PS Update	Student Notification