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**STUDENT INSTRUCTIONS**

1. Print an unofficial transcript from UAccess Student Center: <http://uaccess.arizona.edu/> Student Center includes courses completed Spring 1988 and later. If you attended prior to 1988, obtain an unofficial copy of your transcript from the Office Registration and Transcripts.
2. Complete this form and the attached worksheet.
3. Make an appointment with your college academic advisor.

Student name: \_\_\_\_\_

Official University of Arizona email address: \_\_\_\_\_

Student Identification number: \_\_\_\_\_ Phone number: \_\_\_\_\_

College/Major: \_\_\_\_\_

The Office of Registration and Transcripts will verify your eligibility for Academic Renewal. If this petition is approved, you will be notified by official University of Arizona email at the address you provide above.

**I Request Academic Renewal for the Following Consecutive Semesters****Semester** (e.g Fall, Spring, Summer Term)

Semester: \_\_\_\_\_

Semester: \_\_\_\_\_

Semester: \_\_\_\_\_

Semester: \_\_\_\_\_

**Year**

Year: \_\_\_\_\_

Year: \_\_\_\_\_

Year: \_\_\_\_\_

Year: \_\_\_\_\_

**Semester** (each summer session = ½ Semester)

1 Semester OR ½ Semester

1 Semester OR ½ Semester

1 Semester OR ½ Semester

1 Semester OR ½ Semester

**Total Semesters (must be 4 or less)**

I have read and understand the Academic Renewal Policy, on <http://catalog.arizona.edu> and completed the attached Academic Renewal Worksheet.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Advisor General Instructions**

Review the catalog policy (<https://catalog.arizona.edu>) and requirements on the Academic Renewal Worksheet and discuss the academic implications of this action. If the student has a certified AGEC (Arizona General Education Curriculum) with UA courses taken in the terms to be disregarded, the student must complete those requirements along with any other courses needed for the degree. Forward completed form to: Registration and Transcripts, Student Records Management, Administration Building, Room 210, PO Box 210066, Tucson, AZ 85721-0066.

**NOTE:** If the student has **not** met one or more of the Academic Renewal requirements, this form should **not** be forwarded. Advise the student on how the requirements can be met and/or other viable alternatives.

I have advised the above named student regarding the consequences of Academic Renewal.

Advisor name: \_\_\_\_\_

Advisor signature: \_\_\_\_\_ Advisor Date: \_\_\_\_\_

**Registrar Use Only**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved Denied

Grade Point Average Old: \_\_\_\_\_ Interval: \_\_\_\_\_ New: \_\_\_\_\_

PETITION FOR ACADEMIC RENEWAL WORKSHEET

Student name: Student Identification Number:

All of the following requirements must be met in order for Academic Renewal to be granted

Student has not previously been granted Academic Renewal at the University of Arizona.

Student has never been awarded a Bachelor’s degree at the University of Arizona.

Five or more years have elapsed since completion of the most recent course work to be disregarded.

In the interval between the completion of the most recent work to be disregarded and the filing of the request, the student shall have completed a minimum of 30 units of regularly graded course work at the University with a minimum grade point average of 2.500 on all work completed at the University in that interval.

If more than one semester or term is to be disregarded these shall be consecutive, completed within any 24-month period, and with no intervening enrollments at the University. The maximum of 24 months may be extended by one semester, if the time period includes a semester of involuntary absence by reason of disqualification.

List all University of Arizona coursework subsequent to the semesters/terms requested for Academic Renewal. Exclude courses with P/F (pass/fail), S (superior), P (passing) grades and those taken through correspondence. Contact Graduation Services to identify which AGECE courses must be made up to complete General Education requirements.

Department	Course Number	Unit	Grade

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Compute cumulative grade point average using the chart below:

Total number of A Grades x 4 = Points  
Total number of B Grades x 3 = Points  
Total number of C Grades x 2 = Points  
Total number of D Grades x 1 = Points  
Total number of E Grades x 0 = Points

Total Points ÷ Total Units (must be at least 30) = Must Equal 2.500 or Greater