

How to submit Academic Renewal Alleviation of Substandard Performance

This document provides a step-by-step guide for students to submit a request for Academic Renewal Alleviation of Substandard Performance through the student portal in the Campus Solution.

Step 1: Log in to student self-service account

Log in to the student portal and click Campus Solution (CS) or go to <https://sa.peralta.edu> to log in. Go to **Admissions & Records eForm** tile, then click **Create a new eForm** (blue button) on the upper left corner to create a request.

The image shows two screenshots of the Peralta Campus Solutions (CS) System. The left screenshot is the login page, featuring logos for Peralta Community College District, Berkeley City College, College of Alameda, Laney College, and Merritt College. It includes fields for User ID and Password, a Sign In button, and a link for forgot User ID/Password. An arrow points to the right screenshot, which shows the Student Homepage. The homepage has a dark header with 'Student Homepage' and 'e-forms' tabs. Below the header, there is a 'Create a new eForm' button, a 'View By' dropdown menu, and a list of e-forms. The first e-form is 'Admissions & Records eForms', which is highlighted with a blue border and a document icon. Below the list, there is a paragraph of text explaining that Student Record forms are designed to route for approvals and will result in enrollment actions if approved.

Peralta Campus Solutions (CS) System

User ID
[Input Field]

Password
[Input Field]

Sign In

[Forgot User ID/Password: Students -> Please Click here](#)

Student Homepage

e-forms

Create a new eForm

View By: **Status** ▼

Admissions & Records eForms

Student Record forms may be submitted to support students throughout their journey as a Peralta Colleges student. Click on the left "Create a Form" button and you will see a list of all forms you are eligible to submit. Select a form and it will open. Included in each form is a brief explanation of the form purpose.

Student Record forms are designed to route for approvals and will result in enrollment actions if approved. Students will be notified if a form is approved or not approved.

Step 2: Select an eForm

Select Academic Renewal Alleviation of Substandard Performance

e-forms
Select Form

AB 540 California Nonresident Tuition Exemption
AB 540 California Nonresident

Academic Renewal Alleviation of Substandard Performance
Procedures For Academic Renew

Excess units Request
Excess units Request

California Residence Questionnaire
California Residence Questionn

Step 3: Initiate the request and fill out the form

Read the **General Information** and ensure the conditions are met before filling out the form. Complete all required fields (in red boxes) below--these are needed in order to submit the request.

- A term must be selected – If you have more than one term to submit, a separate request must be created for each term. (Please check your unofficial transcript for academic records before initiating the eform).
- You can choose more than one course, (check blue box to select the course).
- After completing all fields, click **Submit** button.

Campus
College of Alameda

*Term
2023 Fall

1
2
3

☐
☐
☐

CHEM
PSYCH
MATH

30A
1A
3A

40048
40166
40545

4.00
3.00
5.00

D
F
F

Submit

Step 4: View the eForm submission status and the approver's information

After submission, the **Approval Information** section will appear in the upper-right corner of the form. This section enables you to check the status of your eform and view the approver's information.

Academic Renewal Alleviation of Substandard Performance

Approval Information

ly completed coursework that may be negatively impacting your GPA. You may request alleviation multiple times with no unit cap.

ective of a student's demonstrated ability. The previously recorded substandard alleviation:

egionally or nationally accredited college or university (official transcripts must be on file),

ll of the following conditions are met:

es of "C" or better earned prior to conferral could have satisfied the applicable

true and complete academic history. Academic renewal does not guarantee that other

Approval Status

AR Specialist

REQUEST ID=0000000001, EMPLID=[redacted] **Pending**

AR Specialist

Pending

Multiple Approvers
AR Forms Approver level1

If you have submitted more than one eform and would like to check the status of your eform submission, you can also go back to the Admissions and Records eForms tile on your CS account to view it.

You can view all forms in the main area, or you can view by category using the the drop-down menu on the upper left, it will allow you to view by status or form type.

Student Homepage e-forms

Create a new eForm

View By Status

Pending for Approval Form

Approved Status

Admissions & Records eForms

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Student Record forms are designed to route for approvals and will result in enrollment actions if approved. Students will be notified if a form is approved or not approved.

5 rows

Request ID	Empl ID	Form	Originator OperID	Form Approval Status	Created Datetime
0000000005	300XXXXX	California Residence Questionn	300XXXXX	Approved	08/05/2026 8:44AM
0000000004	300XXXXX	California Residence Questionn	300XXXXX	Pending for Approval	07/23/2026 11:50AM
0000000003	300XXXXX	Procedures For Academic Renew	300XXXXX	Approved	07/06/2026 10:34AM
0000000002	300XXXXX	AB 540 California Nonresident	300XXXXX	Approved	07/01/2026 8:25AM
0000000001	300XXXXX	Course Repetition Request-Sati	300XXXXX	Pending for Approval	06/22/2026 10:54AM

Step 5: Email notifications

You will receive an email notification to your PCCD student email once your eForm has been approved or denied. See the screenshots below for examples of the message you will receive.

Dear _____,

Approved notification

Your request for Academic Renewal Alleviation request has been processed, please see below the status.

Subject	Catalog Number	Class Number	Reason
CHEM	30A	40048	Approved
MATH	3A	40545	Approved
PSYCH	1A	40166	Approved

Thanks.

(This email is auto-generated. Please do not reply to this email.)

Dear _____,

Denied notification

Your request for Academic Renewal Alleviation request has been processed, please see below the status.

Subject	Catalog Number	Class Number	Reason
CHEM	30A	40048	Denied - GPA not meet
MATH	3A	40545	Denied - GPA not meet
PSYCH	1A	40166	Denied - GPA not meet

Thanks.

(This email is auto-generated. Please do not reply to this email.)

Dear _____,

Combination notification Denied & Approved

Your request for Academic Renewal Alleviation request has been processed, please see below the status.

Subject	Catalog Number	Class Number	Reason
CHEM	30A	40048	Denied - repeated course
MATH	3A	40545	Approved
PSYCH	1A	40166	N/A - course not selected

Thanks.

(This email is auto-generated. Please do not reply to this email.)