



Administrative Procedure

Chapter 4 – Instructional Services

AP 4240 – ACADEMIC RENEWAL WITHOUT COURSE REPETITION

This procedure implements Board of Trustees Policy, *BP 4240, Academic Renewal*, concerning academic renewal of substandard academic performance.

1. DEFINITIONS

- a. Academic Renewal Without Course Repetition – When a student has substandard academic performance, which is not reflective of their present demonstrated ability, the student may petition to have a maximum of 30 units, disregarded in the District's computation of all grade point averages.
- b. Substandard Academic Performance – Academic performance which falls below a 2.0 grade point average.

2. REGULATIONS

- a. To be eligible for academic renewal without course repetition a student must:
 - 1) Have transcripts from all institutions attended officially on file;
 - 2) Successfully complete 15 units in an accredited college or university, with a grade point average of at least 2.0, subsequent to the work to be disregarded; and
 - 3) Have one year elapsed since the coursework to be disregarded was completed.
- b. All courses taken during the semester/session in which the student reaches or exceeds the 15 unit minimum, as stated in 2.a.2., will be used in computing the 2.0 grade point average.
- c. Once an associate degree has been posted to the student's academic record, academic renewal without course repetition may only be applied to classes with an evaluative symbol of F.
- d. A maximum of 30 units may be disregarded.
- e. If grade alleviation has already been applied two times for a course, the course will not be eligible for academic renewal without repetition, and will remain on the academic record.
- f. If previous action for academic renewal has been applied to a course, the course will not be eligible for academic renewal without repetition, and will remain on the academic record.

- g. Academic renewal without course repetition may be applied to substandard coursework from another accredited institution.
- h. Similar actions by other accredited institutions will be honored but not included in the limitations specified herein.
- i. The student's permanent academic record shall clearly indicate any courses repeated and be annotated in such a manner that the record of all work remains legible, ensuring a true and complete academic record.
- j. Recalculation of the grade point average will be used toward qualification for graduation with honors.
- k. Academic standing for the semester/session(s) will not be adjusted based upon academic renewal action.
- l. Once the petition for academic renewal is approved, the action is not reversible.

3. IMPLEMENTATION

- a. Students requesting Academic Renewal without Course Repetition submit an online petition.
- b. An academic counselor reviews the petition with the student to go over the implications of academic renewal and to ensure the request meets regulations herein.
- c. Once reviewed with a counselor, the petition is forwarded to the District Evaluations Office.
- d. District Evaluators, or designee, will review the petition to determine if the student meets eligibility requirements.
- e. If approved, the student record is clearly annotated in such a manner that the record of all work remains eligible and will be notified.

Reference: Title 5 Sections 55040 & 55046

Approved by
the Chancellor: June 28, 2023

Supersedes: AP 4310.4 – 06/06/78; 05/08/09; 04/13/10; 09/18/12; 11/09/16; (*Renumbered AP 4240*)