



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### AP 3910.4 – ACADEMIC RENEWAL WITHOUT COURSE REPETITION

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This procedure implements Board of Trustees Policy *BP 3910 Course Repetition, Academic Renewal, and Grade Alleviation* concerning academic renewal without repeating courses.

#### 1. DEFINITIONS

- a. Academic Renewal Without Course Repetition - When a student has substandard academic performance, which is not reflective of his/her present demonstrated ability, the student may petition to have one semester or 12 units, whichever is greater, 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 12 units or one semester or summer session may be disregarded, whichever is greater. For purposes of academic renewal for summer session work, a summer session will be defined as all courses which commence after the termination of the spring semester and end prior to the commencement of the fall semester. Coursework completed during intersession will be included in the spring semester. Short-term classes that continue from one semester to the next will be considered to be part of the semester or session in which credit is awarded and grade is posted to the student's permanent academic record.
- 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 coursework included in a semester to be disregarded, 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, insuring 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.

Reference: Title 5 Section 55040

Approved by  
the Chancellor: November 9, 2016

Supersedes: 6/6/78, 5/8/09, 4/13/10, 9/18/12