

Administrative Procedure

Academic Affairs

AP 4240 ACADEMIC RENEWAL

References:

Title 5 Section 55046

Students may petition for academic renewal only once. For students to be eligible for academic renewal a period of at least two years must have elapsed since completion of the coursework to be disregarded. The student may submit a petition for academic renewal to the Admissions and Records Office upon completion, at a regionally accredited institution, of the following:

- a minimum of 12 units taken consecutively with a grade point average of 2.5 or better; or
- a minimum of 20 units with at least a 2.0 grade point average.

Up to 24 units of course work may be eliminated from consideration in the cumulative grade point average.

Specific courses and/or categories of courses that are exempt from academic renewal must be described. Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Upon approval to have his/her records renewed, the student's transcript shall be annotated in such a manner that all courses disregarded shall remain legible on the transcript, indicating a true and accurate history of the student's record.

Academic renewal at Chabot and Las Positas College does not guarantee that other colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.