**Coast Community College District**

**ADMINISTRATIVE PROCEDURE**

Chapter 4

Academic Affairs

**AP 4240 Academic Renewal**

Revision

**References:**

Title 5 Sections 55044 and 55046

In accordance with BP 4240, the purpose of this procedure is to disregard past substandard academic performance of students when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual circumstances, or circumstances beyond the students’ control, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which they complete their current objectives. Academic Renewal is intended to facilitate graduation from a college in the District and/or enable qualified students to transfer to a four-year college or university

If the specific conditions listed below are met, the colleges in the District may disregard from all consideration associated with the computation of a student's cumulative grade point average (GPA) up to a maximum of 30 semester units of course worktaken at any college for graduation or transferpurposes only. Only units taken at colleges in the District may be disregarded, not units from other colleges.

1. The course work to be disregarded is substandard (grades of Dor F or NP).

2. A minimum of 15 semester units has been completed at any regionally accredited college or university with a cumulative GPA of at least 2.5 or a minimum of 24 semester units with a GPA of at least 2.0 in all course work subsequent to the course work to be disregarded.

3. At least 12 months have elapsed since the most recent course work to be disregarded.

4. Designated course work shall be disregarded in that semester, except those courses required as a prerequisite or to satisfy a requirement in the student's current declared program of study.

5. Academic Renewal cannot be reversed once it has been granted.

All course work will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. However, students' permanent records will be annotated so that it is readily evident to all users of the records that the units are to be disregarded. This notation will be made at the time that the academic renewal has been approved by the appropriate college office.

If another accredited college has acted to remove previous course work from consideration in computing the GPA, such action shall be honored in terms of its procedure. However, such units disregarded shall be deducted from the 30 semester units maximum of course work eligible to be disregarded at a college in the District.

Interpretation of the academic renewal procedure is the responsibility of the appropriate college official who may, for compelling reasons, make exceptions to the stated conditions provided the requirements of Title 5 Section 55044 are observed. All receiving schools may not accept our Academic Renewal Policy and Procedure.

The Admissions and Records and Counseling departments at the colleges in the District are responsible for implementing this administrative procedure.

Ratified August 15, 2012

Ratified DATE