**Coast Community College District**

**ADMINISTRATIVE PROCEDURE**

Chapter 4

Academic Affairs

**OCC Senate Approved Proposed Changes in Yellow and Moves in Orange**

**October 30, 2018**

**AP 4240 Academic Renewal**

**References:**

Title 5 Section 55046

In accordance with BP4240, 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, or ~~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 specific conditions are met, Coast Community College District (CCCD) colleges may disregard from all consideration associated with the computation of a student's cumulative GPA up to a maximum of thirty (30) semester units of course work from a maximum of two (2) semesters or three (3) quarters taken at any college for graduation or grade point average (GPA) purposes only. 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 policy. However, such units disregarded shall be deducted from the 30 semester units maximum of course work eligible to be disregarded at a Coast Community College District college. [🡨moved from lines 52-55] A CCCD college may *grant* academic renewal only to courses taken within the CCCD if the following conditions are met: ~~these conditions are as follows:~~

1. The course work to be disregarded is substandard, a D, F, or NC grade. ~~The semester grade point average for each semester to be disregarded is less than 2.0.~~
2. A minimum of 12 semester units has been completed at any regionally accredited college or university with a cumulative GPA of at least 2.0, and no D, F, or NC grades 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. ~~All 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.

~~Credit for courses from other colleges or universities can be disregarded in order to meet the grade point average requirements for an A.A. degree or Certificate of Achievement.~~

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, even if satisfactory, 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 policy. However, such units disregarded shall be deducted from the 30 semester units maximum of course work eligible to be disregarded at a Coast Community College District college~~. [moved to page 1]

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 Coast Community College District are responsible for implementing this administrative procedure.

Ratified August 15, 2012