

Coast Community College District
ADMINISTRATIVE PROCEDURE
Chapter 4
Academic Affairs

AP 4240 Academic Renewal

References:

Title 5 Sections 55040 et seq.

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 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 units of coursework taken at any College in the District for graduation or transfer purposes only.

1. The coursework to be disregarded is substandard (grades of D, F, or NP). If approved, the selected coursework 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.
2. A minimum of 15 semester units has been completed at any regionally accredited college or university with a cumulative GPA of at least 2.0 in all course work subsequent to the course work to be disregarded.
3. At least 12 months have elapsed since the most recent approved request for academic renewal.
4. Academic renewal cannot be reversed once it has been granted.
5. A student may request academic renewal a maximum of two times district-wide during enrollment at the Colleges in the District.

All coursework 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 units maximum of coursework eligible to be disregarded at a College in the District.

Interpretation of this Procedure is the responsibility of the appropriate College official who may, for compelling reasons, make exceptions to the stated conditions provided that there is compliance with the applicable requirements of Title 5. All receiving schools may not accept the District's academic renewal Policy and Procedure.

The Admissions and Records and Counseling departments at the Colleges in the District are responsible for implementing this Procedure.

Ratified August 15, 2012

Ratified April 3, 2019