

AP 4240 ACADEMIC RENEWAL

Reference:

Title 5 Section 55046

NOTE: This procedure is legally required. Local practice may be inserted but should comply with the language in red, underlined ink:

NOTE: The following language is from current CLPCCD Policy 5250 due to the detail contained therein.

Students may petition for academic renewal only once. For students to be eligible for academic renewal they must be currently enrolled at Chabot and/or Las Positas College, and 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 of the following:

- a minimum of 12 units taken consecutively at Las Positas and/or Chabot 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.

- ❖ **From current CLPCCD Administrative Rules and Procedures 5250 titled Academic Renewal**

Upon approval to have his/her records renewed, the student's ~~permanent record~~ **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.

~~Students may petition for academic renewal only once. Once the academic renewal process has been completed, it cannot be reversed. A maximum of 24 units of work may be renewed.~~

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.

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel. The language in **black ink** is from current CLPCCD Administrative Rules and Procedures 5250 titled Academic Renewal issued on March 19, 1996 and revised on April 19, 2002. The language in **green ink** was added during the administrative review on April 10, 2013. The language in **blue ink** is included for consideration. This document was reviewed by representatives of the Academic Senates on December 12, 2013.

Date Approved:

*(This new procedure replaces current
Administrative Rules and Procedure 5250)*

Legal Citation for AP 4240

Title 5 Section 55046

5 CCR § 55046

Cal. Admin. Code tit. 5, § 55046

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 1. Programs, Courses and Classes

[Article 4.](#) Course Repetition and Academic Renewal

➔§ 55046. Academic Renewal Without Course Repetition.

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the alleviation of previously recorded substandard academic work, as defined in section 55040, which is not reflective of a student's demonstrated ability. Such policies and procedures shall include a clear statement of the educational principles upon which they are based, and shall be referred to as academic renewal procedures. When academic renewal procedures adopted by the district permit previously recorded, substandard course work to be disregarded in the computation of grade point averages, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(b) Policies and procedures adopted pursuant to subdivision (a) shall not conflict with:

(1) section 55025 of this subchapter and Education Code section 76224, pertaining to the finality of grades assigned by instructors; or

(2) chapter 2.5 (commencing with section 59020) of division 10 of this part pertaining to the retention and destruction of records.

(c) The policies and procedures adopted pursuant to subdivision (a) shall address all of the following:

(1) The maximum amount of coursework that may be alleviated;

(2) The amount of academic work to have been completed at a satisfactory level (minimum 2.00) subsequent to the coursework to be alleviated;

(3) The length of time to have elapsed since the coursework to be alleviated was recorded;

(4) A description of any specific courses and/or categories of courses that are, for any reason, exempt from consideration under the alleviation procedures;

(5) The procedures to be followed by students in petitioning for alleviation; and

(6) The personnel responsible for implementing the procedures.

Note: Authority cited: Sections 66700 and 70901, Education Code.
Reference: Sections 70901, 70902 and 76224, Education Code.