PROCEDURE NAME: 4.6.8 Academic Renewal

Reference: Title 5 Section 55046

Note: This procedure is legally required. It addresses Chaffey Board Policy 4.6.8 Academic Renewal (Chapter 4 Academic Affairs, Section 4.6 Academic Standards).

Purpose: To outline the process by which students’ previously recorded substandard academic performance is disregarded in the computation of grade point averages when such work does not reflect current demonstrated ability.

1. Students may petition to alleviate previous substandard academic performance which is not reflective of present demonstrated achievement under the following conditions.

   1.1 Since completion of the work to be disregarded, the student’s cumulative grade point average for all units completed at the time of adjustment must be

      a. 16 semester units with a minimum of 3.0 GPA

      b. 20 semester units with a minimum of 2.5 GPA

      c. 24 semester units with a minimum of 2.0 GPA

   1.2 A time period of at least two years must have elapsed since the end of the term of substandard work to be disregarded.

2. A maximum of twenty-four (24) semester units completed at Chaffey College within a maximum of two semesters and one summer session, which need not be consecutive, may be alleviated.

   2.1 Only those requested courses with substandard grades will be disregarded.

   2.2 Students with substandard coursework at other colleges/universities need to contact those institutions to see if they are eligible for academic renewal under the provisions of academic renewal of said institutions.

   2.3 Chaffey College will honor academic renewal granted and annotated on an official transcript from other accredited colleges and/or universities.

3. Academic renewal will apply only to substandard grades of “D,” “F,” “FW,” “NP,” and “NC.”
4. A student must include all work, including academic renewal term(s), in the computation of cumulative grade point average toward honors at graduation.

5. Beginning in spring 2011, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. The student’s permanent records from other institutions will not be altered.

6. A student may petition only once for academic renewal.

7. Academic renewal granted by Chaffey College does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

8. Academic renewal will only be granted once from Chaffey College. Academic renewal actions are irreversible.

9. Petitioning for Academic Renewal

9.1 The student completes an Academic Renewal Petition with a counselor’s assistance.

   a. Forms are available from the Counseling Department.

   b. The counselor will review the petition for compliance with policy and procedures.

   c. If petitioning for an Associate degree or Vocational certificate, then the student must adhere to graduation/certification application deadlines as stated in the class schedule.

9.2 The student will submit the completed Academic Renewal Petition to the Admissions and Records Office for processing.

9.3 The Admissions and Records Office will notify the student of the approval or denial of the request. Notification will be sent to the email address provided by the student on the Academic Renewal Petition.