AP 4240 Academic Renewal Without Repetition

In accordance with Board Policy 4240, this academic renewal procedure provides for students to petition to alleviate previously recorded substandard academic work, which is not reflective of their present demonstrated achievement, in the computation of their grade point averages. Academic renewal allows students the benefits of their current level of ability, promotes student retention, and supports the timely completion of a student's educational goal.

The Academic and Career Counseling Unit and the Admissions and Records Office are responsible for implementing Chaffey College's academic renewal procedure. 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. Chaffey College will honor academic renewal granted and annotated on an official transcript from other accredited colleges and/or universities.

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.

Petitioning for Academic Renewal

Petition Process

1. Students requesting academic renewal must first meet with a counselor to file an Academic Renewal Petition.

2. The counselor will:

    a. inform the student of the academic renewal petition process and the limitations of academic renewal;

    b. review the petition for compliance with policy and procedures, reviewing the student's academic record and determining eligibility;

    c. complete and submit the petition to the Admissions and Records Office with the student's authorization.

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.

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4. If the student's petition is approved, the transcript will be updated by the Admissions and Records Office.

    a. The permanent academic record of a student benefiting from academic renewal shall reflect all course work attempted and the grades earned along with an annotation explaining the reason a particular grade is not included in the student's grade point average calculation.

    b. The student's permanent records from other institutions will not be altered.

    c. Academic renewal actions are irreversible.

Determining Eligibility

The following criteria are considered when reviewing a student's Academic Renewal Petition:

1. Students may request academic renewal multiple times with no unit cap on the amount of coursework eligible for academic renewal.

2. Only units completed at Chaffey College may be disregarded.

3. Academic renewal will apply only to substandard grades of "D+," "D", "D-", "F," "FW," "NP," and "NC." Academic renewal may not be used to alleviate a passing grade of "C" or better, or to alleviate the non-evaluative symbols "I" and "IP."

4. Students must have completed six (6) semester or nine (9) quarter units with a 2.0 grade point average, completed those units with a "Pass" grade, or completed 288 hours of noncredit coursework with a "Pass" grade, or a combination of the three aforementioned options, at any accredited institution(s) at any time after the academic term of the coursework to be disregarded.

5. Petitioned coursework must not have been previously used in the awarding of a Chaffey College degree, certificate, or Transfer General Education Certification, except as provided in 6. of this section.

6. Courses for which grades of "D" were recorded at the time of degree or certificate conferral shall be eligible for post-award academic renewal, provided that all of the following conditions are met:

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a. The process does not invalidate or alter the awarded degree or certificate and shall apply solely to the recalculation of the student's grade point average.

b. The course(s) in which a grade of "D" was recorded was not required, at the time of degree or certificate conferral, to:

   i. Achieve the minimum 2.0 cumulative grade point average;

   ii. Complete the minimum degree or certificate-applicate units; or

   iii. Satisfy a general education, major, or certificate requirement. If the "D" grade was utilized to satisfy this requirement, a re-evaluation can determine if grades of "C" or better earned prior to conferral could have satisfied the applicable requirement in lieu of the course(s) with a grade of "D."

7. External coursework used to determine eligibility must be evaluated and posted to the student's record prior to approval of Academic Renewal.

Limitations

Academic renewal granted by Chaffey College is subject to the following limitations:

1. Academic renewal will not remove courses from the transcript, but once approved, the grade(s) will not be reflected in the GPA.

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

3. Academic renewal does not permit a course to be repeated, does not allow grade replacement, and does not override course repeatability limitations under Title 5 or Board Policy 4225.

4. Courses will count as an enrollment attempt.

5. Academic renewal does not retroactively restore eligibility for financial aid, veteran's benefits or other academic standing determinations.

6. All alleviated units will count as attempted units for financial aid purposes.

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7. A student must include all work, including academic renewal term(s), in the computation of cumulative grade point average toward honors at graduation.

References: Title 5 Sections 55000 and 55046

Approved: 4/17/12 *(Replaces former Administrative Procedure 4.6.8)*

Revised: 5/11/21, 10/20/26