



AP 4240 Academic Renewal

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

- Excluding the work to be disregarded, the student's minimum cumulative grade point average for all units completed at the time of adjustment must be either:
 - 3.0 GPA in a minimum of 16 semester units, or
 - 2.5 GPA in a minimum of 20 semester units, or
 - 2.0 GPA in a minimum of 24 semester units
- A time period of at least two years must have elapsed since the end of the term of substandard work to be disregarded.
- A maximum of twenty-four (24) semester units may be alleviated, which need not be consecutive semesters.
- Semester units must be completed within a maximum of two semesters and one summer session, which need not be consecutive.
- Only units completed at Chaffey College may be disregarded.
- Academic renewal will apply only to substandard grades of "D," "F," "FW," "NP," and "NC."
- A student may petition only once for academic renewal.
- Academic renewal will only be granted once from Chaffey College.

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

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.

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 shall be annotated (beginning in spring 2011) 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.

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



AP 4240 Academic Renewal

Page 2 of 2

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

1. The student completes an Academic Renewal Petition with a counselor's assistance.
 - Forms are available from the Counseling Department.
 - The counselor will review the petition for compliance with policy and procedures.
 - If petitioning for an Associate degree or career technical certificate, then the student must adhere to graduation/certification application deadlines as stated in the class schedule.
2. The student will submit the completed Academic Renewal Petition to the Admissions and Records Office for processing.
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.

Reference: Title 5 Section 55046

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

Revised: 5/11/21