

**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4240 ACADEMIC RENEWAL

Previously recorded substandard academic performance may be alleviated if it is not reflective of a student's demonstrated scholastic ability. The Superintendent/President shall establish procedures that provide for academic renewal.

Reference: Title 5 Section 55046

**Adopted: 1/10/17
Revised: 12/14/21**

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4240 ACADEMIC RENEWAL

The District recognizes that students' academic records may contain grades that are not reflective of their current ability and circumstances in life. In order to more accurately reflect that ability, the District has instituted academic renewal.

Under the authority of the Director, Admissions and Records, students may petition to have their academic record reviewed for academic renewal of substandard academic performance under (D, F, NP, NC) the following 2 conditions:

1. A student must have completed a minimum of 18 semester units with at least a 2.40 grade point average OR 24 semester units with at least a 2.00 grade point average at Allan Hancock College and/or another accredited college or university since the work to be alleviated was completed. If using transcripts from another college, an OFFICIAL transcript must be received by Admissions and Records. Only units taken at the District may be alleviated; and,
2. At least one year must have elapsed from the time the course work to be removed was completed.

Up to three periods of enrollment may be eliminated from consideration in the cumulative grade point average.

The student may choose to have either:

Option 1: All coursework taken in a substandard semester disregarded in the computation of GPA; or

Option 2: Individual substandard (D, F, NP, NC) coursework taken in a semester disregarded in the computation of the GPA.
(The semesters need not be consecutive.)

Students may not choose Option 1 and Option 2 for the SAME semester. However, a student may choose option 1 for one semester, and option 2 for a different semester.

Specific courses that are exempt from consideration academic renewal include courses that have previously been alleviated more than once, courses that are appropriate for repetition, and prerequisite courses in a sequence of courses within a discipline for which the subsequent course has been completed with a satisfactory grade. Once the Petition for Academic Renewal has been submitted, the request is NOT reversible at any time, for any reason.

When work is alleviated, the permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. The semester(s) involved will not be deleted, but the units and grade points will be removed to calculate the grade point average.

Students may not alleviate coursework used to previously fulfill requirements for awarded degrees and/or certificates.

Federal Financial aid regulations do not alleviate units or grade points removed through academic renewal.

Academic renewal procedures shall 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.

Reference: Title 5 Section 55046

Approved: 12/13/16
Revised: 11/9/21