

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4240 ACADEMIC RENEWAL

References: Title 5 Sections 55044 and 55046

Students may request academic renewal as a means to achieve the educational goals of graduation from Citrus College, completion of certificate programs, and/or enable transfer to a four-year college or university. It is not applicable to students who wish to raise their grade point averages beyond these stated goals.

- Only units taken at Citrus College may be disregarded, not units from other colleges.
- A maximum of twenty-four units may be alleviated from not more than three semesters of work.
- A minimum of eighteen months must have elapsed since the end of the term of substandard work to be disregarded.
- Since completion of the work to be disregarded, a minimum of 12 units must have been completed at any accredited college or university, with a grade point average of a 3.0, or 24 units with at least a 2.5 GPA, or 36 units with at least a 2.0 GPA. In cases where all units since completion of work to be disregarded are "C" or better and the criteria set forth herein have been verified, the academic renewal petition will be granted and the Dean of Admissions and Records or his/her designee will make the proper annotation on the student's permanent record. In cases where units below "C" level exist since completion of work to be disregarded, the petition will be referred to a Petitions Committee, made up of the Dean of Admissions and Records, the Dean of Counseling, two instructional faculty members and a counseling faculty member appointed by the Academic Senate. Evidence may be provided by the student to this committee regarding the substandard grades to aid in the decision process. The decision of this Petitions Committee shall be final.
- A student may only be granted academic renewal once.
- Only substandard grades of "D", "F", "FW", "NC", or "NP" can be disregarded.

Academic renewal by Citrus College does not guarantee that other institutions will honor the elimination of units from consideration in the grade point average. It is a student's responsibility to confirm with a transfer institution whether academic renewal will be accepted.

When academic renewal is approved, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

If the student has been granted academic renewal by another accredited college, such action shall be honored under this policy. However, the number of semester units allowed to be disregarded will be reduced by the number previously disregarded.

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.

Students request academic renewal in writing from the Counseling department by completing the Petition for Academic Renewal form.

Board Approved 10/20/09