

## INSTRUCTIONAL SERVICES

**AP 4240 ACADEMIC RENEWAL****References:**

Title 5 Sections 55044 and 55046

A student may petition for up to thirty (30) units of previous substandard (D, F, FW, NC/NP) course work attempted at Palomar College or any other institution to be disregarded when computing the grade point average (GPA). Academic Renewal is not allowed if course work to be disregarded has previously been used to fulfill degree, certificate, or transfer certification requirements.

***Note:** Current and potential financial aid students are advised that all units attempted will count in the "total units attempted" limit for financial aid eligibility. Academic Renewal does not eliminate units for financial aid purposes.*

**Procedures:**

- The student completes a Petition for Academic Renewal with a counselor's assistance. Forms are available from the Counseling or Records Offices. Petitions are submitted to the Records Office
- The majority of course work in the term(s) under consideration must be substandard, the total GPA of which is less than 2.0; and must no longer reflect the student's current level of performance and capabilities
- Two years must have passed since attempting the course work to be excluded from GPA calculation
- The student must have successfully completed 24 semester units since the term(s) to be disregarded, either at Palomar or another regionally accredited college or university
- The student must have a minimum 2.0 GPA since the time of attempting the course work to be disregarded
- The petition will be reviewed by Records Office personnel for compliance with policy and procedures. The student will be notified by mail and/or email of the approval or denial of the request

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

Students who have attempted more than thirty (30) units in the terms to be disregarded may submit a Student Petition to the Academic Review Committee for consideration.

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**Date Approved: SPC 3/16/2010**

*(Replaces current Palomar Procedure 419)*

34 **Annotation of Permanent Record:**

35 It is important to understand that the student's permanent record (transcript) will be  
36 annotated in such a manner that all course work will remain legible, insuring a true and  
37 complete academic history. Academic renewal actions are irreversible.

38 Office of Primary Responsibility: Student Services