

INSTRUCTIONAL SERVICES

**AP 4240 ACADEMIC RENEWAL**

**Reference:**

Title 5 Section 55046

For credit coursework completed at Palomar College, students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- Students must have achieved a grade point average of 2.0 since the time attempting the coursework to be disregarded and
- At least one year must have passed since attempting the coursework to be excluded from GPA calculation.
- At least 50% of the units attempted 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
- The student must have successfully completed 24 semester units since the terms to be disregarded, either at Palomar or another regionally accredited college or University

Up to 30 units of course work may be eliminated from consideration in the cumulative grade point average.

A student may petition for up to thirty (30) units of previous substandard (D, F, FW, NC/NP) credit course work attempted at Palomar College 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:** *For financial aid purposes, all attempted coursework will be used in determining 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. Completed petitions are submitted to the Records Office.
- 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.

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**Date Approved: 3/16/10; Revised: 4/15/14; Revised 9/17/19**

*(Replaces former Palomar Procedure 419 and all previous versions of AP 4240.)*

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.

**Annotation of Permanent Record:**

The student's permanent record (transcript) will be annotated in such a manner that all course work will remain legible, insuring a true and complete academic history.

Academic renewal actions are irreversible and these courses may not be taken again within the Palomar College District for academic credit.

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.

Office of Primary Responsibility: Student Services