

AP 4240 ACADEMIC RENEWAL

Reference Title 5 Section 55044

Students may petition to have their academic records reviewed for academic renewal of substandard academic performance under the following conditions:

**To apply for academic renewal, the student must have completed either 15 semester units with a GPA of 3.0, 20 semester units with a GPA of 2.5, or 30 semester units with a GPA of 2.0 since the complete of the course(s) to be renewed. A minimum of one academic year must have elapsed since the course work to be renewed was completed. Up to 30 units of course work may be eliminated from consideration in the cumulative grade point average.

Specific courses and/or categories of courses that are exempt from academic renewal must be described. Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard course work to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.

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.

Academic renewal may only be applied when it is determined that the substandard academic performance is not reflective of the student's demonstrated ability.

Academic renewal permits removing only "D" and "F" and non-credit grades from the grade point calculation when the student's previous academic performance is not reflective of the student's recent performance. Academic renewal may only be utilized one time in the student's attendance at Lassen Community College. This action is subject to the following conditions:

1. Academic renewal may not be used to reduce a student's total academic units for the purpose of obtaining financial aid, nor for the fulfillment of requirements for a degree or certificate.
2. The maximum amount of course work that may be academically renewed is 30 semester units.
3. Units that have been excluded by Academic Renewal cannot be reinstated.
4. The student's permanent records will be annotated in such a way that all work remains legible, ensuring a true and complete academic history; however, the grades will no longer be included in the computation of the student's GPA.

SENATE APPROVED 03/24/11

CONSULTATION COUNCIL APPROVED 07/07/11

SENATE APPROVED 05/21/19

CONSULTATION COUNCIL APPROVED 06/10/19

SENATE APPROVED 03/24/21

CONSULTATION COUNCIL APPROVED 04/26/21

**LASSEN COMMUNITY COLLEGE
ADMISSIONS & RECORDS**

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

Name & Student ID:
Address:
Phone:
Email:

Original Course(s) taken at Lassen Community College

Course # and Title	Semester/Year	Units	Grade

Note: All grades will remain on the record, but the cumulative totals will be adjusted to reflect the most recent grade earned. Additional units are not given for repeated classes nor included in total load for any benefits purposes.

Petitioning for Academic Renewal is subject to the following conditions:

1. Academic renewal may not be used to reduce a student's total academic units for the purpose of obtaining financial aid, nor for the fulfillment of requirements for a degree or certificate.
2. The maximum amount of course work that may be academically renewed is 30 semester units.
3. Units that have been excluded by Academic Renewal cannot be reinstated.
4. A minimum of one academic year must have elapsed since the course work to be renewed was completed.
5. The student's permanent records will be annotated in such a way that all work remains legible, ensuring a true and complete academic history; however, the grades will no longer be included in the computation of the student's GPA.
6. Academic renewal may only be utilized one time in the student' attendance at Lassen Community College
7. Student may contact current faculty for written comments to be attached (not required).

The following must be attached by the student in order for the Academic Renewal to be processed:

1. Attach a written explanation of why the grades in question are not reflective of your demonstrated ability.
2. Attach an Education Plan from the institution you are currently attending.
3. Attach an Official Transcript to verify the student has completed at least one of the following:
 - a. 15 semester units with a 3.0 GPA, or
 - b. 20 semester units with a 2.5 GPA, or
 - c. 30 semester units with a 2.0 GPA

*I have read the above information on Academic Renewal and hereby petition that it be applied to my academic record.

Student Signature & Date:

For Office Use Only

Academic Renewal requests are to be submitted to the Director of Enrollment Services for GPA value and unit verification.

Units completed: _____ GPA: _____

GPA value and units verified by Director of Enrollment Services.

Dir. of Enrollment Services signature:
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Following verification by the Dir. of Enrollment Services, the documents will be held by a designated A&R staff member and members of the Academic Renewal committee will be contacted.

Committee members verify the student has attached each of the following documents:

- _____ Education Plan attached
- _____ Written statement from student attached
- _____ Official Transcript attached
 - _____ 15 semester units with a 3.0 GPA
 - _____ 20 semester units with a 2.5 GPA
 - _____ 30 semester units with a 3.0 GPA

The following Committee members verify the student has met all the criteria for Academic Renewal:

Committee Member Signature:	Date:
Committee Member Signature:	Date:
Committee Member Signature:	Date: