



ADMINISTRATIVE **PROCEDURE**

4240

DESERT COMMUNITY COLLEGE DISTRICT

ACADEMIC RENEWAL

Per Title 5, section 55046, Academic Renewal permits the alleviation of previously recorded substandard (D and F) academic performance that does not reflect a student's present demonstrated academic ability and level of performance. The permanent academic record shall be annotated so that all work remains legible, ensuring an accurate and complete academic history.

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 at least a 2.0 GPA in 12 consecutive semester unit hours, and
- At least one semester must have elapsed from the time the course work to be removed was completed.

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

- Only those requested courses with substandard grades will be disregarded.
- Courses from other regionally accredited colleges or universities will be accepted to provide evidence of academic ability. Students must provide official transcripts.
- No alleviated coursework shall apply toward degree requirements.

Exemptions and Irreversibility

Specific courses and/or categories of courses that are exempt from academic renewal include those integral to the student's major or program core requirements. Academic renewal actions are irreversible.

Procedure for Requesting Academic Renewal

- Students seeking academic renewal must download the Academic Renewal Form from the Admissions & Records Office webpage under Forms.
- The student must specify the course(s) to be considered under the academic renewal policy and the term in which the coursework was attempted.

- The completed form and any required documentation, such as official transcripts from other institutions, must be submitted electronically to the designated authority within the Admissions & Records Office.
- The registrar or a designated academic advisor will be the designated authority for reviewing and approving academic renewal petitions.

Annotation of Record

All course work will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. However, the student's permanent record will be annotated so that it is readily evident to all users of the record that the units are to be disregarded and may not apply to certificate, degree, or general education requirements.

Local Practices and Additional Guidelines

- 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.
- Some institutions do not honor academic renewal. It is the student's responsibility to ensure that the transfer institution approves academic renewal from this institution.
- Academic renewal will not be used to qualify for graduation honors.

Reference:

Title 5 Section 55046

Administrator: VP of Instruction

Executive Cabinet Review/Approval: April 30, 2024

Educational Policies and Practices Committee Review/Approval, 1st Reading: May 2, 2024

Educational Policies and Practices Committee Review/Approval, 2nd Reading: September 5, 2024

All Faculty Senate Review/Approval, 1st Reading: September 12, 2024

All Faculty Senate Review/Approval, 2nd Reading: September 26, 2024

College Planning Council Review/Approval, 1st Reading: October 11, 2024

College Planning Council Review/Approval, 2nd Reading: October 25, 2024

Board Meeting/Information Item: November 15, 2024

Next Review: 2026-2027