

**Academic Affairs**

**AP 4240 ACADEMIC RENEWAL**

**References:**

Title 5, Section 55044

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance which is not reflective of their demonstrated ability under the following conditions:

- Students must have achieved a grade point average of at least 2.0 in 12 units taken after the time the course work to be removed was completed.
- At least one semester or summer session must have passed since the coursework to be disregarded was completed.

Up to 30 units of Cerritos College course work in which substandard grades were received may be eliminated from consideration in the Cerritos College cumulative grade point average. Substandard grades are defined as "D," "F", and "NP".

Specific courses and/or categories of courses that are exempt from academic renewal must be described; they are those for which a grade of "P", "C", or better has been recorded. Academic renewal actions are irreversible and may only occur one time. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record shall 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.

A student must specify courses to be considered under the academic renewal policy as well as the term in which the course work was attempted. It is the student's responsibility to ensure that his/her/their transfer institution will approve of academic renewal from Cerritos College. A student may petition for academic renewal at the Office of Admissions and Records.

Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved:** August 20, 2007

**Dates Revised:** June 18, 2008; December 10, 2008; May 5, 2025

**Date Reviewed:** January 16, 2019