

**Academic Affairs**

**1 AP 4240 ACADEMIC RENEWAL**

**2 References:**

**3 Title 5, Section 55044**

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

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

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

**14** Specific courses and/or categories of courses that are exempt from academic renewal  
**15** must be described; they are those for which a grade of "P", "C", or better has been  
**16** recorded. Academic renewal actions are irreversible and may only occur one time. When  
**17** academic renewal procedures permit previously recorded substandard coursework to be  
**18** disregarded in the computation of a student's grade point average, the student's  
**19** permanent academic record shall contain an accurate record of all coursework to ensure  
**20** a complete academic history.

**21** Academic renewal procedures may not conflict with the District's obligation to retain and  
**22** destroy records or with the instructor's ability to determine a student's final grade.

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

**28** 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