

Academic Affairs

AP 4240 ACADEMIC RENEWAL**References:**

Title 5 Section 55046

Academic renewal provides students with an opportunity to reverse the negative impact of past academic failures at College of Marin without course repetition.

- Academic renewal is not automatic.
- Academic renewal actions are irreversible.

All course work granted academic renewal status shall not be computed in the student's grade point average (GPA) or non-progress grade percentage, and this shall be noted on the student's permanent record.

Academic renewal does not guarantee that other institutions outside the District will approve such action. This determination will be made by the respective transfer institution.

Specific courses and/or categories of courses that are exempt from academic renewal will be described in the current College Catalog.

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 not be applied to any course that has been used to satisfy associate degree, certificate of achievement, IGETC or CSU-GE transfer general education breadth requirements.

Students who have been awarded Certificates of Achievement may apply for academic renewal providing the courses requested for academic renewal were not applied towards the Certificate of Achievement.

Students may request academic renewal for substandard academic performance under the following conditions:

1. At least one semester, (excluding summer session) must have elapsed since the last substandard grades were recorded.
2. The student has subsequently completed:
 - a) 24 units at a satisfactory level (minimum 2.00 GPA) with no more than 6 units of physical activity courses used to demonstrate improved academic ability or
 - b) 12 letter-graded units (minimum of 3.00 GPA) with no more than 3 units of physical activity courses used to demonstrate improved academic ability.

3. A maximum of 36 units of substandard course work may be eliminated from consideration in the cumulative grade point average. Substandard grades are any grades lower than a "C," "CR," or "Pass."
4. A student's most recent semesters utilized to demonstrate that the substandard work is not a reflection of the student's ability must not include grades below "C," "I," "IP," "FW," "NC," or "NP." (Semesters with lined out grades below "C," "FW," "NC," and "NP" do not count toward academic renewal.)
5. Work from other colleges with recognized accreditation may be considered. If using course work from another regionally accredited college, official transcripts must be attached. Transcripts will be evaluated according to the terms outlined in this procedure.
6. Academic renewal does not allow a student to repeat courses they have already repeated the maximum number of times.
7. All students are urged to consult a counselor with questions regarding academic renewal procedures before submitting the Request for Academic Renewal to the Office of Enrollment Services.

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

Offices of Primary Responsibility: Student Learning and Success; Enrollment Services

Date Approved: December 9, 2008 (*Replaced portions of College of Marin Procedure 4.0003 DP.10*)

Reviewed/Revised: November 16, 2010; December 11, 2012; July 21, 2015

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