
**Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs**

AP 4240 Academic Renewal

Rely Primarily Upon the Advice and Judgment

Reference:

Title 5 Section 55046

Note: This procedure is legally required.

Students may petition for academic renewal of unsatisfactory academic performance under the following conditions:

- Students must have achieved a grade point average of at least 2.5 in 18 units; and
- At least 2 years must have elapsed since the coursework to be removed was completed.

Up to 20 units of coursework may be eliminated from consideration in the calculation of the student's cumulative grade point average (GPA).

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 ~~unsatisfactory~~substandard coursework 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 and accurate record of academic history.

Academic renewal procedures may not conflict with the respective college's obligation to retain and destroy records or interfere with the instructor's obligation to determine a student's final grade.

Each college Counseling and Advising and Admissions and Records departments are responsible for implementing this procedure. Students requesting academic renewal must meet with a counselor first to file a Petition for Academic Renewal. The Counseling Faculty Member will review the student's academic record, determine eligibility, and complete and submit the form to the Admissions and Records office. Once the Admissions and Records office processes the form, the transcript will be updated, and the student will be notified of such action.