

## ADMINISTRATIVE PROCEDURES

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**Chapter 4      Academic Affairs**

**4240**

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**AP 4240      Academic Renewal**

**NOTE:** This procedure is **legally required**. Local practice may be inserted but should comply with the highlighted text:

There are instances when a student's past academic record is not reflective of the student's current, demonstrated level of academic performance. The intent of the academic renewal policy is to prevent past substandard grades ("D" or "F") from deterring a student's progress toward employment, graduation, certification, or transfer.

A student may request that his/her MPC record be reviewed for academic renewal by petitioning the Academic Council. The student must explain on the petition how the past record is deterring progress toward employment, graduation, certification, or transfer. If the Academic Council determines that such progress is being deterred, academic renewal will be granted under the following conditions:

1. Two years have elapsed since the substandard grades were awarded;
2. The student has subsequently achieved a grade point average of 2.0 or higher in the last 15 units of letter grades at MPC, any regionally accredited institution, or a combination thereof. If a student chooses to use courses completed outside of MPC, the student will submit an official transcript documenting those units to Admissions and Records prior to, or at the time of petitioning for Academic Renewal. Unofficial transcripts will not be accepted;
3. The student has met with a counselor to review their transcripts and complete a supplemental worksheet. A counselor signature is required on the petition prior to submitting it to the Academic Council. Students desiring academic renewal must complete an Academic Council petition. If all the above conditions are met, academic renewal will be granted for one of the two following options:
  - a. Student selection of up to 18 units of substandard academic work ("D" or "F" grades); or
  - b. Student selection of up to 2 entire terms of which only the substandard academic work ("D" and "F" grades) would be alleviated.

When academic renewal is granted, an annotation is made on the student's transcript indicating which grades have been alleviated from the MPC grade point average. All courses and grades remain visible on the transcript.



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Academic renewal action taken by Monterey Peninsula College does not guarantee that other colleges or universities will accept such action. This determination will be made by the respective institutions.

See Board Policy BP 4240 - Academic Renewal

**References:** *Title 5 Section 55046*

**President's Cabinet Approved:** TBD