

Academic Renewal Process

Per the Cerro Coso Community College Catalog, students have the right to file for Academic Renewal.

Academic Renewal Policy

According to KCCCD Board Policy, a maximum of 20 units of substandard grades (“D” and “F” and “NP” grades) previously recorded may be alleviated and disregarded for the purpose of determining a satisfactory grade point average. This may be accomplished under the following conditions:

1. Two (2) years must have elapsed since the substandard course work to be disregarded was completed.
2. The student must have successfully completed with a grade point average of 2.5 or higher at least 18 units of work at any regionally accredited institution **subsequent to the last substandard grade received.**
3. The student must complete a petition for Academic Renewal with the assistance of a Cerro Coso Community College counselor for submittal to the Academic Petitions Committee (APC). The **petition** must certify in writing all of the following:
 - a. That the past course work he/she wishes to have disregarded is substandard and not representative of present scholastic ability and level of performance.
 - b. That current coursework meets established academic standards including or exceeding the standards set above, and is substantiated by current course history or official transcripts (must be attached).

If the substandard course work has been taken at another college, the student should make every effort to determine whether that college has an academic renewal (“forgiveness”) policy covering substandard course work. If the student can substantiate in writing that no such policy exists (an email from a counselor or administrator at the previous institution), official transcripts and a petition for academic renewal (the cumulative GPA, calculated using the previous institution's transcript and the current academic history at Cerro Coso, may be adjusted by "forgiving 20 units of substandard work" in the final GPA calculation ONLY. No adjustment is ever made to the previous records.

The student's academic record will clearly indicate that some course work and a specified number of credits have been disregarded (“forgiven”) for purposes of the degree program. However, students should be aware that all course work is subject to reevaluation by each subsequent college attended (Cerro Coso Community College 2010-2012, p 149-150).

The process by which this occurs will be that students' desiring to petition for renewal should:

1. make an appointment with their counselor and complete the form
2. provide adequate documentation (counselors may provide printed or electronic copies of Course History and/or Official Transcripts) of current academic success.

The counselor should then print and attach the required Banner documentation for review by the committee. Counselors can advise their students of the committee meeting times. Petitions must be submitted two weeks prior to the meeting date to be considered during that session. All petitions will be considered at the first available session based on submission date.

The chair shall provide the committee with copies of each petition and supporting documentation by no less than 5 working days prior to the committee meeting.

The committee shall meet the last week of September and the last week of November for the Fall semester and the last week of February and the last week of April for the Spring semester. Once the committee has convened and acted upon the petitions copies will be submitted to Admissions & Records for processing (may take 2 – 3 weeks) and returned to the counselor who will notify the student of the outcome.

Students have the right to appeal the decision of the committee by submitting their appeal in writing to the Vice-President of Student Services.

Petition for Academic Renewal

Reasons and Comments to Support Request for Committee Action

"The work I am asking to be removed from my GPA Calculation is is substandard and not representative of present scholastic ability and level of performance." My present scholastic ability is substantiated by the attached course history showing a sustained (18 units or more) academic effort with a GPA of 2.5 or greater, subsequent to the work I am asking to be removed from my GPA Calculation.

Student Signature: _____

I understand that any favorable action taken regarding this petition applies only to the requirements of a specific degree program at Cerro Coso and does not imply acceptance by any other college or university. I attest that the extenuating circumstance(s) outlined in attached statement are true and correct to the best of my recollection.

Student Signature: _____

Counselor, please attach the following supporting documents: Copy of the SWIASTD Banner form showing student's current and cumulative GPA, copy of the SHACRSE form showing the student's academic history and copy of student statement explaining the extenuating circumstance that created the need to file for renewal. Please place one copy in the student file and submit one copy (include all supporting documentation) to the Chair of the Petitions Committee.

Counselor's Signature: _____

Committee Use Only

Submitted to Chair (Initial/Date): _____

Committee Action: _____ **Approval** _____ **Disapproval**

Original (Admissions & Records) Date: _____

Copy 2 (Return to Counselor) Date: _____

Copy 3 (Student File) Date: _____

Comments (**Attach Minutes with Date/Attendees**): _____

Chair Academic Petitions Committee (Signed/Date): _____

Processed by Admissions & Records (Initial/Date): _____

Decision Grid for Academic Renewal Petitions

A **maximum of 20 units** of substandard grades (“D” and “F” and “NP” grades) previously recorded which are not reflective of a student’s present demonstrated ability may be disregarded for the purpose of determining the grade point average (GPA). This may be accomplished under the following conditions:

	No *	Yes***
1.) At least two years have elapsed since the course work to be disregarded was completed		
2.) Following the most recent grade to be disregarded a student must have: a. completed a minimum of 18 units at a regionally accredited institution with a minimum of a 2.5 GPA b. and where more than 18 units have been completed the student’s cumulative GPA (not including the grades to be disregarded) must be a minimum of a 2.5 GPA		
3.) The past course work they wish to have disregarded is substandard and not representative of present scholastic ability and level of performance		
4.) No longer needed.		
5.) Will not raise the GPA in order to qualify for graduation with honors. Will not be applied to courses which have previously been used to meet certificate, degree, and/or transfer certification requirements.		

- *No
- 1.) Has not been five years since the coursework to be disregarded was completed.
 - 2.) Has not completed 12 units subsequent to the most recent grade to be disregarded, or has not done so at an accredited institution, or the student’s cumulative G.P.A (not including the grades to be disregarded) is below a 2.0.
 - 3.) Student’s most recent work is below a 2.0 and there is no evidence that the student has the scholastic ability to perform at a level higher than their previous work.
 - 4.)
 - 5.) Student states or records indicate that Academic Renewal will qualify them for graduation with honors. Raising the G.P.A to that level is appropriate only when the student is aware they will not receive honors and the higher G.P.A. is required for documented admission requirements (transfer institution, major admissions or competitive application process requires the higher G.P.A.) . Courses being considered were previously used to meet certificate, degree, and/or transfer certification.

Decision Grid for Academic Renewal Petitions

*** Yes

- 1.) It has been five years or more since the coursework to be disregarded was completed.
- 2.) Has completed 12 units subsequent to the most recent grade to be disregarded, has done so at an accredited institution, the student's cumulative G.P.A (not including the grades to be disregarded) is a 2.0 or higher.
- 3.) Student's most recent work is a 2.0 or higher and there is evidence that the student has the scholastic ability to perform at a level higher than their previous work.
- 4.)
- 5.) Student states and/or provides evidence the higher G.P.A. is required for documented admission requirements (transfer institution, major admissions or competitive application process requires the higher G.P.A.) . Courses being considered were not previously used to meet certificate, degree, and/or transfer certification.