

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4240 Academic Renewal

Reference: Title 5 Section 55046

Determination of Eligibility for Academic Renewal

For Courses Within Hartnell College

Students may petition to have their academic record reviewed for academic renewal of substandard (D, F, NC, NP Grades) academic performance under the following conditions:

- Students must have achieved a cumulative grade point average of a minimum of 2.0 since the end of the semester(s) to be disregarded at Hartnell.
- The student has completed 18 semester units since the end of the semester(s) to be disregarded. These 18 units are to be courses leading to a certificate, associate degree, or university transfer requirements and could be taken at Hartnell or completed at another regionally accredited institution. If a student chooses to use courses completed outside of Hartnell College, 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.
- At least one year must have elapsed from the time the course work to be removed was completed.
- Up to 30 semester units of substandard coursework may be eliminated from consideration in the cumulative grade point average computation.
- 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.
- A student may be granted academic renewal only once.
- Academic renewal actions are irreversible. The student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
- Academic renewal by Hartnell College does not guarantee that other institutions will honor the elimination of units from consideration in the grade point average. It is a student's responsibility to confirm with a transfer institution whether academic renewal will be accepted.

Previously recorded substandard academic work (less than C grade or 2.0 GPA) may be disregarded in the calculation of a student's grade point average if the work is not reflective of the student's present scholastic level of performance. Students may repeat the class for a letter grade of (A, B, C) to alleviate the original grade. The student's transcript will show the prior substandard grade and indicate that the grade was alleviated. No action is required by the

students, when GPA is calculated at the end of each term, Admissions and Records will automatically alleviate course work.

For Courses Outside Hartnell College

A student who subsequently repeats a course at another accredited college may request to alleviate a final grade of D, F, FW or NP earned for the same class at Hartnell College. The student must file a petition and verify the grade with an official college transcript. The student's transcript will show the prior substandard grade and indicate that the grade was alleviated.

In order for Grade Alleviation process for courses outside of Hartnell College to begin the student must:

1. Complete a request by filing a Petition for Grade Alleviation with Admissions and Records.
2. The student must submit official (sealed) transcripts from accredited institutions where course work was completed.
3. The petition must be signed by the student and counselor.
4. Alleviated course work will be annotated on the student's transcript with an "E", for exclusion with a notation of "Academic Renewal" and the substandard grade will be excluded from the student's grade point average calculation.
5. When a substandard grade was recorded at Hartnell College, an equivalent course may subsequently be completed at another accredited college or university.
 - a. Students must submit a copy of the course outline or catalog description to confirm course equivalency.
6. Pass/No Pass grading is not permitted.
7. The letter grade the student receives in this process will appear on the Hartnell College transcript; the last credits and letter grade received will be used in the calculation of the Hartnell College GPA.
8. Grade alleviation with courses from another college does not apply to all programs. Please see a counselor.

Grade alleviation does not apply when repeating for one of the following exceptions: cooperative experience, disabled student repeating a special class, student repeating a legally mandated course, and student repeating because of a significant change in industry or licensure standard. For repeatable courses, a subsequent passing grade shall alleviate an immediately preceding substandard grade.

Procedures

1. Students can pick up an Academic Renewal Petition in the Admissions & Records Office or online at the Admissions & Records website.
2. The student completes and submits the Academic Renewal Petition to a Counselor who verifies that all of the above eligibility conditions have been met.

3. The student then submits the Academic Renewal Petition to the Admissions & Records Office for review and approval/disapproval. The student retains a copy of the petition for their records as proof of submission.
4. The Dean of Enrollment Services or designee will review and process the Academic Renewal Petition within 10 working days from receipt of the petition.
5. If there are any questions about the Academic Renewal Petition, the Dean of Enrollment Services or designee will contact the student immediately by phone or email.
 - a. If approved, the Academic Renewal Petition will then be processed and annotated as having updated the student's academic record.
 - b. If disapproved, the petition will not be processed. An explanation of why it was disapproved will be annotated on the petition and returned to the student.
6. A copy of the Academic Renewal Petition will be mailed to the student's home address.

Approved by Superintendent/President: 1-8-13

Rev: March 8, 2024

See Board Policy 4240